Vancouver School Board

NOTICE OF MEETING
POLICY AND GOVERNANCE COMMITTEE

Secretary Treasurer's Office
November 18, 2026
Public viewing via live broadcast

Suzie Mah (Chair)
Steve Cardwell (Vice-Chair)
Gwen Giesbrecht
Krista Sigurdson

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, November 18, 2026 at 5:00 pm. The meeting will be live broadcast for the public.

Other Trustees:	Rory Brown Melanie Cheng Alisha Masongsong (Alternate 1)	Derrick O'Keefe (Alternate 2) Julie Strilesky
Student Trustee:	Freddie Zhang	
Other Senior Team Staff:	Pedro da Silva Michael Gray Jessie Gresley-Jones Maureen McRae-Stanger	Janis Myers Alison Ogden Michael Walia
Inherent Rights Holder Representatives:	Faye Mitchell, xʷməθkʷəy̓əm (Musqueam) Kirsten Baker-Williams, Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) Dennis Thomas, səlilwətaɬ (Tsleil-Waututh Nation)	
Representatives:	Justin Chapman, BCVSBCMTU Claudia Sandoval, CUPE 15 Rebecca Keaney, CUPE 407 Elizabeth Klaiber-Noble, DPAC Tim Chester, IUOE Diane Peters, PASA Denise Clark, VASSA Freddie Zhang, VDSC Marjorie Dumont, VEAES Stephen Leung, VEPVPA Carl Janze, VSTA	Alternates: Mark Brunner, BCVSBCMTU Suzette Magri, CUPE 15 Adam Crawford, CUPE 407 Angela Waterlow, DPAC Tim De Vivo, IUOE Catherine McLean, VASSA Julia Clark, VEPVPA John Silver, VSTA

Vancouver School Board

POLICY AND GOVERNANCE COMMITTEE
MEETING AGENDA

Wednesday, November 18, 2026, 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), Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) & səlilwətaɬ (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 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:

- 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.

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

	Presenters
1. Items for Approval	
1.1 Policy Review and Development Work Plan	Helen McGregor, Superintendent Flavia Coughlan, Secretary Treasurer
1.2 Policy 1 – Foundational Statements and Strategic Plan Engagement	Helen McGregor, Superintendent
2. Information Items	
2.1 Appeal Policy and Procedures Bylaw Review	Flavia Coughlan, Secretary Treasurer

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.

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ITEM 1.1

November 18, 2026

TO: **Policy and Governance Committee**

FROM: **Helen McGregor, Superintendent & CEO**
Flavia Coughlan, Secretary Treasurer | CFO

RE: # Policy Review and Development Work Plan

Reference to Education Plan

GOAL: The Vancouver School Board will increase equity by…

OBJECTIVE(S): Improving stewardship of the district's resources by focusing on effectiveness, efficiency, and sustainability

INTRODUCTION

One of the responsibilities of the Policy and Governance Committee is to ensure Board policies are reviewed at least once in a four-year term and that compliance with legislation, regulations and legislative mandate is maintained.

This report is for discussion and decision.

BACKGROUND

Policy 10 – Policy Development establishes policy development as a key responsibility of the Board. It defines Board policies as broad, value-based directives that articulate the Board's expectations, values and strategic direction and establish the framework within which the superintendent and staff operate.

Policy 10 further provides:

> "The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review all policies at least once in a four-year term and to ensure that compliance with legislation, regulations and legislative mandate is maintained."

The VSB's current policy framework includes the policies listed below.

Policy	Title	Adopted	Last amended / reviewed
Policy 1	Foundational Statements	Sept. 24, 2018	June 27, 2022
Policy 2	Role of the Board	Sept. 24, 2018	June 23, 2025
Policy 3	Role of the Trustee	Sept. 24, 2018	Oct. 29, 2025
Policy 4	Trustee Code of Conduct	Sept. 24, 2018	Feb. 28, 2024

Policy	Title	Adopted	Last amended / reviewed
Policy 5	Role of the Board Chairperson and Board Vice Chairperson	Sept. 24, 2018	Mar. 10, 2025
Policy 6	Trustee Remuneration and Expenses	May 27, 2026	—
Policy 7	Board Operations	Oct. 29, 2025	—
Policy 8	Board Committees	Oct. 29, 2025	—
Policy 9	Board Representatives	Sept. 24, 2018	June 23, 2025
Policy 10	Policy Development	Sept. 24, 2018	Oct. 28, 2024
Policy 11	Board Delegation of Authority	Sept. 24, 2018	June 23, 2025
Policy 12	Role of the Superintendent	Oct. 25, 2021	June 23, 2025
Policy 14	School Closure	Sept. 24, 2018	May 27, 2026
Policy 15	Recruitment and Selection of Personnel	Sept. 24, 2018	June 23, 2025
Policy 16	By-Law No. 3 (I) – Indemnification	Sept. 24, 2018	May 27, 2026
Policy 17	Sexual Orientation, Gender Identity and Gender Expression	Sept. 24, 2018	May 1, 2023
Policy 18	Student Trustee	Sept. 24, 2018	May 27, 2026
Policy 19	Accumulated Surplus	Mar. 4, 2019	June 23, 2025
Policy 20	Disposal of Land or Improvements	Sept. 24, 2018	Sept. 27, 2021
Policy 21	Anti-Racism and Non-discrimination	Dec. 16, 2019	Dec. 14, 2020
Policy 22	Child Care Services in District Facilities	May 1, 2023	—
Policy 23	Public Interest Disclosure “Whistleblower”	May 1, 2023 effective Dec 1, 2023	

Source: VSB Board Policies and Bylaws.

A structured multi-year work plan would provide the Committee and Board with a transparent process for meeting Policy 10's four-year review requirement while avoiding the need to review the entire policy framework near the end of a Board’s term.

Vancouver School Board

PROPOSED POLICY REVIEW AND DEVELOPMENT WORK PLAN

A structured four-year work plan is proposed in alignment with the Board's responsibility under Policy 10 to review all Board policies at least once in a four-year term. The work plan uses the later of the policy's adoption date or most recent substantive review or amendment date to establish the regular review cycle.

The four-year cycle is a planning framework and does not override higher-priority policy work. Board direction, amendments required by legislative or regulatory change, and policy direction or requirements from the Ministry of Education and Child Care must be given priority. Reviews already underway should also be completed before lower-priority cyclical work is initiated.

Priority framework

- Specific direction of the Board, including direction to develop a new policy or review an existing policy;
- Legislative or regulatory changes requiring a new policy or amendments to an existing policy;
- Policy direction or requirements from the Ministry of Education and Child Care or Ministry of Infrastructure;
- Policy reviews already underway;
- Policies reaching or exceeding their four-year review date; and
- Other policy work identified through the Committee's annual review of the work plan.

Current Board-directed and in-progress work

Policy	Current direction or status	Proposed timing
Policy 1 – Foundational Statements	The review and update should be coordinated with the Education Plan update	Complete by June 2027; coordinate with Policy 21
Policy 7 – Board Operations	The Board has referred Policy 7 to the committee be reviewed as soon as possible. (Attachment A)	January 2027 – priority; coordinate with Policy 8
Policy 8 – Board Committees	The Board has referred Policy 8 to the committee to be reviewed as soon as possible. (Attachment A)	January 2027 – priority; coordinate with Policy 7
Policy 21 - Anti-Racism and Non-discrimination	The review should be coordinated with the Education Plan update.	2026/27 - coordinate with Policy 1 review and update
Naming and Renaming of Facilities	The Board has directed development of a new policy with advice from the Indigenous Education Council.	2026/27 – priority

Draft Four-Year Board Policy Review and Development Work Plan

The draft schedule below assigns policies to the school year in which the four-year anniversary of the later of adoption or last substantive review normally falls. Policies already overdue, together with Board-directed and in-progress work, are placed in 2026/27. The Committee may move lower-priority cyclical reviews to a later year where required to accommodate mandatory or Board-directed work.

Year	Priority policy work	Rationale / sequencing
2026/27	Policy 1; Policies 7 and 8; Naming and Renaming of Facilities; Policies 17 and 21; Appeal Policy and Procedures Bylaw	Complete work underway and Board-directed priorities first. The Appeal Policy and Procedures Bylaw is recommended for review to ensure alignment with current legal framework.
2027/28	Policies 2, 3, 4, 5 and 9; Policies 22 and 23	Prioritize the governance policies interconnected with Policies 7 and 8 so the Board governance framework can be reviewed coherently following any amendments made in 2026/27. Policies 22 and 23 are also due under the four-year cycle and may be sequenced through the year or carried forward if higher-priority work requires capacity.
2028/29	Policies 10, 11, 12, 15 and 18	Review the policy-development, delegation and Superintendent governance framework together. Policy 10 reaches four years in October 2028; Policies 11, 12, 15 and 18 are advanced from Year 4 to balance the workload and allow coordinated review.
2029/30	Policies 6, 14, 16 and 19	These policies were adopted, reviewed or amended during 2025/26.

Suggested sequencing and policy groupings

Policy grouping	Policies	Reason for coordinated review
Board governance and operations	Policies 2, 3, 4, 5, 7, 8 and 9 Appeal Policy and Procedures Bylaw	These policies and bylaw define the roles of the Board, individual trustees, Board leadership, committees, meetings and external representation. Related amendments should be assessed for consistency.
Board–Superintendent governance	Policies 10, 11 and 12	These policies address policy development, delegation of authority and the superintendent's role and should operate as a coherent governance framework.
Personnel and accountability	Policies 15, 16 and 23	These policies address appointment authority, indemnification and public-

Policy grouping	Policies	Reason for coordinated review
		interest disclosure. Review should consider legislative compliance and related administrative procedures.
Equity, inclusion and reconciliation	Policies 1, 17, 18, 21 and the new Naming and Renaming policy	These policies engage the Board's foundational commitments, student voice, human rights, equity and reconciliation. The appropriate role of the Indigenous Education Council and inherent rights holders should be identified for each review.
Facilities and financial stewardship	Policies 14, 19, 20 and 22	These policies concern school closure, accumulated surplus, land disposition and child care use of facilities, with significant statutory, Ministry and public-interest considerations.

IMPLEMENTATION AND ANNUAL REVIEW

At the beginning of each school year, a draft updated work plan will be presented to the Policy and Governance Committee. The update will identify Board-directed work, legislative and regulatory changes, Ministry policy direction, reviews underway, policies due or overdue, work carried forward and any proposed new policies.

When a new priority is added, the update will identify its effect on the approved schedule and recommend which lower-priority work should be deferred. When a policy is substantively reviewed or amended, its next regular review date should reset based on the date of that review or amendment.

Where a Board policy is amended, the superintendent will also assess whether related administrative procedures require corresponding updates to maintain consistency with Board policy and applicable legal requirements.

RECOMMENDATION

The Policy and Governance Committee recommends:

THAT the Board approve the draft Four-Year Board Policy Review and Development Work Plan outlined in this report as the framework for policy work during the Board's term.

Attachment A: Board referral to Policy and Governance Committee: proposed amendments to Policy 7 - Board Operations and Policy 8 - Board Committees

Board Referral to Policy and Governance Committee: Proposed Amendments to Policy 7 - Board Operations and Policy 8 - Board Committees

On November 9, 2026 the Board referred the proposed amendments to Policy 7 - Board Operations and Policy 8 - Board Committees, set out in the accompanying full-policy redline, to the Policy and Governance Committee for review, consultation with inherent rights holders and stakeholder representatives, and recommendations and directed that the Policy and Governance Committee report back to the Board as soon as practicable with recommendations on the proposed amendments and any consequential legal, procedural or technical changes required for implementation, with final policy adoption reserved to the Board.

The proposed amendments are scheduled for discussion at the January Policy and Governance meeting.

Attachments

A-1. Full policy redline of proposed amendments
A-2. Section-by-section summary of proposed amendments

FULL POLICY REDLINE OF PROPOSED AMENDMENTS

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.

The work of the Board is supported by the Superintendent of Schools and the Secretary Treasurer who are the Board's two corporate executive officers. The Superintendent is the Chief Executive Officer of the Vancouver School District and is responsible for carrying out the Board's strategic direction, administering its policies and providing leadership in organizational and educational administration and instructional practice in the school district. The Superintendent is also responsible for ensuring compliance with the School Act, Regulations and related Ministerial Orders. The Secretary Treasurer is the Board's corporate financial officer and corporate secretary. The Secretary Treasurer shall become familiar with and comply with all applicable accounting and administrative procedures and shall maintain an accurate record of the Board's proceedings. The Secretary Treasurer shall also perform any other duties assigned by the Board in relation to its corporate affairs.

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~~ comprising 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 ~~agenda~~Setting Committee is ~~approved~~responsible for the administrative preparation, scheduling and sequencing of Board agendas. It may determine scheduling, sequencing and whether supporting staff information is required, but shall not prevent a properly introduced trustee motion or eligible governance item from reaching the Board on the basis of its substance or merits. Referral of a trustee motion to a standing committee is determined by the ~~Board~~Board, ~~Chairperson~~not ~~and~~by ~~Vice~~the Agenda ~~Chairperson in consultation with the Superintendent and the Secretary Treasurer.~~Setting Committee.

Trustees ~~must~~may ~~submit~~introduce ~~all~~a ~~requests for board agenda items and notices~~notice of motion at a regular public Board meeting under Notices of Motion, or submit it to the Secretary Treasurer's Office ~~no~~in ~~later~~advance ~~than~~for ~~four~~inclusion ~~(4) weeks prior to~~on the ~~scheduled~~published ~~Board~~agenda. ~~meeting.~~No four-week advance submission is required, however, reasonable processing time is required. The Secretary Treasurer's Office is responsible for collecting and organizing all submissions and presenting them at the monthly 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~~A trustee governance agenda item received after ~~the~~publication ~~deadline~~shall ~~may~~normally be ~~considered~~placed ~~at~~on the ~~discretion~~next ~~of~~reasonably available regular public Board agenda. Where an item is delayed or considered procedurally inappropriate, the ~~Board~~trustee ~~Chairperson.~~shall receive written reasons.

~~Trustees~~A ~~may also bring notices~~notice of motion ~~directly~~properly introduced by a trustee shall be received and recorded without requiring approval by the Chairperson, Vice Chairperson or Agenda Setting Committee. Unless the Board agrees to ~~a~~immediate consideration under its rules of order, the motion shall come forward for consideration at the next regular Board meeting. ~~However,~~The trustee introducing the ~~addition~~motion ~~of~~may ~~such~~request ~~motions~~referral to the appropriate standing committee. The Board may, by majority vote, refer the motion to that committee for review and recommendation before final disposition, either at the mover's request or ~~notices~~on ~~of~~another ~~motion~~trustee's ~~requires a two-thirds vote of the Board to be considered at that meeting.~~motion.

~~Requests~~An ~~that~~eligible ~~meet~~trustee ~~the~~governance ~~criteria~~agenda ~~may be added to the appropriate Board meeting agenda. If a request is not included, the requestor~~item shall be ~~advised~~placed on a public Board agenda within a reasonable period. Questions of jurisdiction, confidentiality or procedural compliance shall be determined by the ~~decision.~~Board rather than solely by the Chairperson, Vice Chairperson or Agenda Setting Committee, unless public consideration is clearly prohibited by law. The Board encourages transparency and public engagement and may refer items not related to governance to staff for follow-up.

~~The~~Agendas ~~agenda~~and substantive supporting materials for regular and special public Board meetings ~~will~~shall normally be delivered electronically to each Trustee, the ~~Superintendent,~~Superintendent and the Secretary Treasurer ~~by~~and ~~the Wednesday prior to the scheduled meeting. The agenda for regular public Board meetings will be made available to the community through publication~~published on the School District website at least seven calendar days before the ~~Wednesday~~meeting. ~~prior~~Where materials cannot reasonably be published within that period, they shall be published as soon as available, clearly identified as late materials and accompanied by a brief explanation. The notice requirements for urgent special meetings remain subject to the ~~scheduled~~School ~~meeting.~~Act and this policy.

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 may be introduced by a Trustee and shall require a two-thirds vote for immediate substantive consideration, except where another rule applies. Receiving a notice of motion under Notices of Motion does not require that vote.

The Board Chairperson is responsible for chairing meetings, maintaining order, applying the Board's procedural rules and facilitating fair participation. The Chairperson does not have unilateral authority to ~~be~~refuse ~~considered.~~a properly introduced trustee motion, prevent an otherwise eligible governance item from reaching the Board, or exclude an eligible public participant except under objective requirements established by Board policy.

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~~Minutes shall ~~only~~provide a concise public record sufficient to understand the principal matters considered and the actions taken, including substantive verbal reports. In addition to motions and resolutions, minutes shall record, where applicable, principal questions raised by trustees; material perspectives relevant to the Board's consideration; significant staff responses or information; commitments for follow-up; reasons expressly stated for significant decisions; amendments; recorded votes; and procedural rulings. Minutes are not intended to be ~~recorded~~verbatim ~~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.~~transcripts. Movers and seconders of motions shall be recorded in the minutes.

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, including but not limited to 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 public input and oral, online and written ~~submission of~~ questions to be answered in public question periods, in accordance with Board policy.
- Placards, signs and posters, and other items, costumes or attire disruptive to the decorum of the meeting, are not permitted in the meeting room unless approved by the Chairperson.

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

~~The~~Photography, ~~Board,~~audio ~~through~~recording and video recording by members of the ~~Chairperson,~~public ~~reserves~~are permitted at public Board meetings. Recording must not obstruct proceedings, interfere with access or sightlines, use disruptive lighting or equipment, impede the ~~right~~ability of participants to ~~request~~hear ~~that~~or ~~any~~participate, ~~unauthorized~~or ~~recordings~~record information for which there is a reasonable expectation of ~~Board~~privacy. ~~proceedings~~The Chairperson may impose reasonable measures necessary to protect non-participating minors or sensitive personal information. Recording of a public governance proceeding shall not otherwise be ~~stopped~~prohibited ~~immediately.~~solely ~~Such~~because it is undertaken by a member of the public. Any direction to stop a disruptive or privacy-infringing recording shall be noted in the ~~meeting~~minutes. ~~minutes.~~The Board's approved minutes remain the official legal record.

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

Unless approved by the Chairperson, to preserve public trust and to maintain a respectful, orderly, and professional environment during Board meetings, the use of props by trustees and delegations 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, are not disruptive to the decorum of the meeting, and have been included in the meeting agenda materials.

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

Live-Streaming Regular Board Meetings

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

- ~~The Board, through the Agenda Setting process, may choose to live-stream~~All regular and special public Board ~~meetings.~~meetings shall be live-streamed and recorded, except where a temporary technical failure makes live-streaming impracticable.
- Live-streaming is strictly limited to the meeting proceedings.
- Individuals who attend a live-streamed meeting do so with the understanding that they may be recorded.
- ~~The~~Public ~~Board,~~recording ~~through~~is permitted subject to the non-disruption and privacy requirements in Board ~~Chairperson,~~Meeting ~~reserves~~Decorum. Any direction under those requirements shall be recorded in the ~~right to request that any unauthorized recording of Board proceedings be stopped immediately. The minutes of the meeting will record that such direction was given.~~minutes.
- Where ~~a concern arises involving inappropriate~~ recording or sharing ~~of~~infringes ~~personally~~privacy ~~recorded~~or ~~audiovisual~~another ~~material,~~applicable legal requirement, the Board ~~will review the use and~~ may ~~take~~request appropriate corrective action. Such action ~~to~~shall ~~request~~not ~~that~~be based solely on the recording ~~be~~being ~~deleted/destroyed.~~made by a member of the public.
- Recordings of ~~past~~public Board meetings ~~may~~shall ~~be~~remain ~~archived~~publicly accessible online for ~~up~~at ~~to~~least ~~one~~five ~~year.~~years and, where technically and financially practicable, shall be maintained as part of the Board's permanent digital public record.

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~~shall be live-streamed ~~at~~and ~~the~~recorded ~~Board's~~in ~~discretion.~~accordance with this policy.

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~~requiring ~~the~~immediate ~~agenda~~substantive ~~including the addition of trustee motions or notices of motion shall~~consideration require a two-thirds vote ~~to~~unless ~~be~~another ~~considered~~rule ~~at~~applies; ~~the~~receiving ~~meeting).~~a notice of motion under Notices of Motion does not require that vote).
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~~
10. ~~Public Question Period (Submitted in writing)~~
11. ~~Report on Private Session~~
12. ~~Adjournment~~

5. Public Input on Agenda Items
6. Standing Committee Reports
7. Student Trustee Report
8. Reports from Trustee Representatives
9. New Business
10. Notices of Motion
11. Public Question Period
12. Report on Private Session
13. Adjournment

Public Input on Agenda Items

Members of the public may register to address the Board regarding an item on the published agenda. Public input shall occur before the Board debates or votes on the applicable item, including recommendations from standing committees. Presentations may be made in person or through the Board's electronic meeting platform. Each speaker will normally receive up to three minutes. Additional time may be provided for an organizational presentation, interpretation, accessibility accommodation or a complex matter. The Board may establish an overall period for public input and may extend it by majority vote.

Registration shall be simple, accessible, publicly available and administered by the Secretary Treasurer's Office using objective criteria. Participation must concern the Board's governance jurisdiction. Identifiable student or employee matters, active legal proceedings, privileged information and matters required by law to remain confidential shall not be addressed publicly. Eligible speakers shall not be excluded because of their viewpoint or because they represent a recognized organization.

A person may speak again on the same general subject where there is new information, a material change in circumstances, a subsequent stage in decision-making, or a new matter or recommendation before the Board. Previous participation during the Board's term shall not by itself bar participation.

Public Question Period

~~During~~A ~~the "Public~~Public Question ~~Period,"~~Period ~~individuals~~shall ~~may~~be ~~direct questions to the Chairperson~~included on ~~any~~every ~~matter~~regular ~~connected with~~public Board ~~business.~~meeting ~~Question period will be restricted to questions only – statements and debate will not be permitted. Questions will be limited to one question per person.~~agenda. Members of the public ~~can~~may submit questions ~~for~~orally in person, orally through the ~~Board~~Board's electronic meeting platform, or in ~~writing~~writing. Questions must relate to the Board's governance jurisdiction or an agenda item. Public Question Period shall normally be twenty minutes and may be extended by ~~no~~majority ~~later than the start of Reports from Trustee Representatives.~~vote. Questions will be answered ~~in~~publicly where reasonably possible. Where an answer is not immediately available, a written response shall be provided to the ~~order~~questioner ~~they~~and ~~are~~posted ~~received.~~publicly ~~This~~within ~~agenda~~ten ~~item~~business ~~has~~days, ~~a~~subject ~~time~~to ~~limit~~privacy, ~~of~~privilege ~~10~~and ~~minutes;~~other ~~extension~~legal requirements. Question Period is ~~at~~for ~~the~~questions ~~discretion~~and ~~of~~responses, ~~the~~rather ~~Board.~~than extended debate.

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~~matter for which exclusion of the ~~Board~~public ~~deems~~is ~~appropriate~~reasonably ~~for~~necessary ~~Private~~under ~~Session,~~the ~~provided~~School ~~such~~Act, ~~decisions~~the ~~are~~Freedom ~~consistent~~of ~~with~~Information ~~legislative~~and ~~requirements.~~Protection of Privacy Act, solicitor-client privilege, labour-relations obligations, or another applicable legal requirement.

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.

Where reasonably possible, the public record shall identify the general nature of each private matter and the statutory, legal or policy basis for considering it in private. Decisions and information considered in private shall be reported publicly when the reason for confidentiality no longer applies, except where continued confidentiality is required by law.

~~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 once 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 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.
- Any presentation slides or written comments that the delegation wants to have shared at the meeting 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.~~

Public Participation and Special Consultation Meetings

The ordinary means for public participation in Board governance shall be Public Input on Agenda Items and Public Question Period at regular Board meetings, together with public participation at standing committee meetings. The Board may establish a special public hearing, public forum, town hall or dedicated consultation meeting where the nature of a matter or anticipated level of public participation warrants a separate meeting. Public participation remains subject to the non-disruption, privacy and lawful conduct requirements of this policy.

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 presides over all Board meetings unless stated otherwise in this policy. 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

Adopted: October 29, 2025

APPENDIX A

BOARD 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. This process will take place in the same meeting as the swearing in ceremony.

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

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) "I now call for nominations by ballot for the office of Board Chairperson for a one (1) year
(ii) period ended _____."

a. Ballots will be collected by the scrutineers and the names of the trustees nominated for Board Chairperson shall be communicated to the Chairperson.
b. 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.
c. 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 _____.

(iii) "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

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) "I now call for nominations by ballot for the office of Board Vice Chairperson for a one (1)
(ii) year period ended _____."

a. Ballots will be collected by the scrutineers and the names of the trustees nominated for Board Vice Chairperson shall be communicated to the Chairperson.
b. 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.

c. 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 _____.

(iii) "I declare that trustee _____is the duly elected Vice Chairperson of the Board of
(iv) 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.

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.

The newly elected Chairperson and Vice Chairperson will be invited to provide brief remarks.

The newly elected Chairperson will preside over the balance of the meeting.

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 recommendation 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 to the committee by the Board, and input from the Committee Chairperson. ~~Final~~Agenda ~~decisions~~Setting ~~regarding~~is responsible for the administrative preparation, scheduling and sequencing of committee agendas.
Trustees and recognized committee representatives may propose agenda items ~~are made by~~within the ~~Board~~committee ~~Chairperson~~mandate. ~~and~~Agenda Setting shall not decline an eligible item on the ~~Board~~basis ~~Vice~~of ~~Chairperson in consultation~~disagreement with ~~the~~its ~~Superintendent~~substantive merits. A majority of ~~Schools~~appointed ~~and~~trustee ~~the~~committee ~~Secretary~~members ~~Treasurer.~~may direct that an eligible item be placed on a future committee agenda.

~~All requests~~Requests for committee agenda items ~~must~~shall be submitted to the Secretary Treasurer's Office ~~no~~sufficiently ~~later~~in ~~than four (4) weeks prior~~advance to allow preparation of the ~~scheduled~~agenda; ~~committee~~a ~~meeting~~fixed ~~to~~four-week ~~ensure~~lead ~~that~~time ~~they~~is ~~can~~not required. Requests received after an agenda is finalized shall normally be considered ~~at~~for the ~~monthly~~next ~~Agenda~~reasonably ~~Setting~~available committee 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~~required ~~for~~to ~~a~~be considered in private under Policy 7, which shall be directed to an appropriate private meeting ~~under~~rather ~~Policy~~than ~~7.~~excluded from the governance process.
- Each request is reviewed against the committee's terms of reference, responsibilities, and work plan. ~~Items~~Eligible ~~that~~items ~~meet~~shall ~~the criteria may~~normally be ~~added~~placed ~~to~~on ~~the~~a ~~agenda.~~committee agenda within a reasonable period. If a request is not included, the requestor shall be advised of the decision and the rationale for the decision.
- Matters that the Board has referred to a Board committee for action must take precedence over any other Committee business.

~~The~~Agendas ~~agenda~~and substantive supporting materials 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~~standing committee meetings shall normally be delivered electronically to each Trustee, Superintendent of Schools, Secretary Treasurer, inherent rights holder representatives, stakeholder representatives and committee resource ~~staff for the Board committee,~~staff, and published on the school district ~~website.~~website, at least seven calendar days before the meeting. Where materials cannot reasonably be published within that period, they shall be published as soon as available, clearly identified as late materials and accompanied by a brief explanation.

1.3 Notice of Meeting

Notice of Meeting shall be provided in writing to committee members, inherent rights holder representatives and stakeholder representatives ~~no~~at ~~less~~least ~~than five (5)~~seven calendar days prior to a scheduled Board committee ~~meeting.~~meeting, subject to the provisions for urgent meetings and late materials in this policy.

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 standing committee meetings may be ~~added~~called ~~at~~by the ~~discretion~~Board, by a majority of appointed trustee committee members, or through Agenda Setting on the recommendation of the ~~Board~~Committee Chairperson. A scheduled public committee meeting shall not be cancelled solely because the Chairperson or Vice Chairperson considers there is insufficient business where a majority of committee members wish it to proceed. Meeting dates and any changes, with reasons, shall be published promptly on 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.~~calendar.

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~~arranged ~~by~~administratively ~~the~~through ~~Board~~Agenda ~~Chairperson and the Board Vice Chairperson based on input from the Committee Chairperson and~~Setting in consultation with the Committee Chairperson, Superintendent of Schools and ~~the~~ Secretary Treasurer, ~~at~~subject to Board direction and the ~~Agenda~~participation ~~Setting~~requirements ~~meeting.~~of this policy.

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~~in ~~later~~accordance ~~than~~with ~~four~~section ~~(4)~~1.2 ~~weeks~~and ~~prior~~its ~~to~~publication ~~the scheduled committee meeting for consideration at the monthly Agenda Setting meeting.~~requirements.
- 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~~designate and ~~seconders~~provide ~~of~~a ~~motions~~concise ~~shall not be recorded in minutes. Verbal reports made at Board committee meetings shall not be recorded in the minutes~~summary of the ~~Board~~committee's consideration of each substantive agenda item, including substantive verbal reports. They shall include, where applicable, principal questions; material perspectives expressed by committee ~~meetings~~members ~~unless~~and ~~the~~recognized ~~Board~~representatives; significant staff responses; commitments and follow-up actions; recommendations; motions and amendments; movers and seconders; and votes. Minutes are not intended to be verbatim transcripts. Public committee ~~makes~~minutes ~~a~~shall ~~decision~~be ~~on~~published ~~a~~promptly ~~matter~~following ~~addressed in a verbal report.~~adoption.

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~~Participation

Members of the public may attend public standing committee meetings and may register to make a brief presentation on an agenda item. Presentations ~~from~~shall ~~delegations~~normally occur before substantive committee discussion of that item and may be made in person or electronically. Speakers will ~~not~~normally receive up to three minutes. Registration shall be ~~heard~~administered ~~at~~by ~~Board~~the ~~committee~~Secretary ~~meetings.~~Treasurer's ~~Pursuant~~Office ~~to~~using objective criteria consistent with Policy ~~7~~7. ~~–~~Committee ~~Board~~Chairpersons ~~Operations,~~may ~~community~~manage ~~members~~speaking ~~who~~order ~~wish~~and ~~to~~reasonable ~~express~~time ~~their~~limits ~~views~~but shall not exclude an eligible speaker because of the position or viewpoint presented. Policy 7's provisions on ~~matters~~repeat ~~before~~participation ~~the Board may request to present at a Public Board Delegation meeting.~~apply.

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~~All ~~Board,~~public ~~through the Agenda Setting process, may choose to live-stream Board~~standing committee ~~meetings.~~meetings shall be live-streamed and recorded, except where a temporary technical failure makes live-streaming impracticable.
- 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~~Photography, ~~Board, through the Committee Chairperson, reserves the right to request that any unauthorized~~audio recording ~~of~~and ~~committee~~video ~~proceedings~~recording ~~be~~by ~~stopped immediately. The minutes~~members of the ~~meeting~~public ~~will~~are ~~record~~permitted ~~that~~at ~~such~~public committee meetings subject to the same non-disruption, access, privacy and protection of non-participating minors requirements as public Board meetings under Policy 7. Any direction ~~was~~to ~~given.~~stop a disruptive or privacy-infringing recording shall be recorded in the minutes.

- Where ~~a concern arises involving inappropriate~~ recording or sharing ~~of~~infringes ~~personally~~privacy ~~recorded~~or ~~audiovisual~~another ~~material,~~applicable legal requirement, the Board ~~will review the use and~~ may ~~take~~request appropriate corrective action. Such action ~~to~~shall ~~request~~not ~~that~~be based solely on the recording ~~be~~being ~~deleted/destroyed.~~made by a member of the public.

- Recordings of ~~past~~public ~~Board~~standing committee meetings ~~may~~shall ~~be~~remain ~~archived~~publicly accessible online for ~~up~~at ~~to~~least ~~one~~four ~~year.~~years and, where technically and financially practicable, shall be retained as part of the Board's permanent digital public record.

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. Standing committee Chairpersons, Vice Chairpersons, members and alternates shall be appointed by vote of the Board. Before appointments, trustees shall receive the list of available positions and may express interest in any position. The ~~appointments~~Board ~~are~~Chairperson ~~made~~may recommend appointments, but recommendations shall not limit any trustee's nomination or consideration by the ~~Board on the recommendation of the Board Chairperson.~~Board.

The Board Chairperson serves as an ex-officio member of all standing committees. This does not increase the total number of committee members.

A quorum shall consist of a majority of standing committee members, meaning at least three members must be present. If any regular standing committee members are absent, up to two alternate members may serve in their place and be counted toward quorum. The Board Chairperson may be counted for the purpose of establishing quorum if fewer than four appointed members (including alternates) are present.

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. The Board Chairperson may only vote if fewer than four appointed members (including alternates) are present.

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: xʷməθkʷəyə̓ m (Musqueam), Sḵwxwú7mesh Úxwumixw (Squamish Nation) and səlilwətaɬ (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)

Recognized inherent rights holder and stakeholder representatives, including DPAC, VDSC and the recognized employee organizations listed above, may propose agenda items within the committee mandate; submit information and reports; ask questions through the Committee Chairperson; participate fully in discussion; request written follow-up where information is unavailable at the meeting; and identify matters requiring broader public engagement.

Questions requiring additional information shall receive a response within a reasonable period and, where appropriate, the response shall form part of the public committee record.

Final decision-making authority remains with the Board and voting authority remains with appointed trustee committee members.

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~~five standing committees:
A. Policy and Governance Committee B. Facilities Planning Committee C. Education Plan Committee D. Finance Committee E. Personnel and ~~Personnel~~Workplace 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 and provide recommendations to the Board regarding assigned finance ~~and personnel~~ matters.
D.2 Review quarterly financial reports and assist the Board in being fiscally responsible by managing its financial resources effectively and efficiently.
D.3 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.4 Review and provide recommendations to the Board regarding the approval of school fees and fees related to programs that charge fees.
~~D.5 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.6~~D.5 Review matters referred to the Committee by the Board and make recommendations as requested.

E. Personnel and Workplace Committee Responsibilities:
E.1 Review and make recommendations regarding district-wide workforce planning.
E.2 Review district-level recruitment and retention trends and strategies.
E.3 Review information concerning employee workload, absenteeism, health, safety and well-being at a system level.
E.4 Review workforce demographics, staffing pressures, succession planning and labour-market conditions affecting the District.

E.5 Review district-level human resources strategies and related administrative procedures where appropriate to the Board's governance role, including the school district's human resources management strategy and its support for the District's strategic objectives.
E.6 Review matters referred to the Committee by the Board and make recommendations as requested.

Matters involving identifiable employees, collective bargaining strategy, privileged legal advice or other information required by law to remain confidential shall be considered in private as appropriate.

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 approved by the Board at the time of the formation and attached as an appendix to this policy for reference. 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.

The Board Chairperson serves as an ex-officio member of the Audit committee. This does not increase the total number of committee members.

A quorum shall consist of a majority of Audit committee members, meaning at least three members must be present. If any regular Audit committee members are absent, up to two alternate members may serve in their place and be counted toward quorum.

The Board Chairperson may be counted for the purpose of establishing quorum if fewer than four appointed members (including alternates) are present.

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. The Board Chairperson may only vote if fewer than four appointed members (including alternates) are present.

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.
i) 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
Adopted: October 29, 2025

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.

CONSEQUENTIAL BOARD DIRECTION

Following adoption, the Board directs the Secretary Treasurer to review Policies 7 and 8 for legal, procedural and technical consistency with the School Act, the Freedom of Information and Protection of Privacy Act and other applicable legislation; identify consequential amendments to Policies 3, 5, 9 and other relevant policies and administrative procedures; update cross-references, numbering and terminology; identify procedures for public registration, electronic participation, livestreaming, recording, publication and follow-up; and report back to the Board with recommended technical or consequential amendments.

The review shall preserve the substantive intent of the Board-approved amendments. Any recommendation materially altering, restricting or removing a substantive right, obligation or governance direction shall return to the Board for explicit approval.

IMPLEMENTATION

The amendments concerning trustee motions and agenda access, public input at regular Board meetings, Public Question Period, public participation at standing committees, livestreaming and public photography, audio and video recording shall take effect at the first regular Board and standing committee meetings following completion of the Secretary Treasurer's technical implementation review, and no later than a date established by the Board.

SECTION-BY-SECTION SUMMARY OF PROPOSED AMENDMENTS

This summary explains what each section covers and the changes proposed in the redlined document. The amendments are proposals for Board consideration.

Policy 7: Board Operations

Policy 7 governs how the Board conducts its business, prepares agendas, records decisions and provides opportunities for public participation.

Section	What the section covers	Proposed changes
Introduction	Establishes the Board's authority, composition and responsibilities; identifies the roles of the Superintendent and Secretary Treasurer; and describes requirements for valid meetings and public accountability.	No change proposed.
Agendas -- preparation and access	Establishes the Agenda Setting Committee and the process for placing business before the Board.	Limit Agenda Setting to administrative preparation, scheduling and sequencing. Remove substantive agenda approval by the Chair and Vice-Chair. Eligible trustee governance items must reach the Board; disagreement with their substance cannot be used to exclude them. Questions of jurisdiction, confidentiality or procedural compliance generally go to the Board for determination.
Agendas -- trustee notices of motion	Sets submission deadlines and rules for introducing trustee motions.	Remove the four-week advance requirement. Trustees may introduce a notice at a regular public Board meeting or submit it in advance for the published agenda. A properly introduced notice must be received and recorded without approval from the Chair, Vice-Chair or Agenda Setting Committee. It normally returns for consideration at the next regular Board meeting unless immediate consideration is agreed under the applicable rules.

Section	What the section covers	Proposed changes
Agendas -- referral to committee	Determines how trustee business reaches a standing committee.	Explicitly allow the mover to request referral. The Board may refer the motion to the appropriate standing committee by majority vote, either at the mover's request or on another trustee's motion. Agenda Setting does not decide referral.
Agendas -- publication and late items	Sets requirements for circulating and publishing agendas.	Normally publish public Board agendas and substantive supporting materials at least seven calendar days before regular and special meetings. Identify late materials and explain delays. Preserve urgent special-meeting provisions and the 48-hour circulation requirement for private agendas. Give trustees written reasons for delays or procedural objections.
Agendas -- immediate consideration and the Chair's role	Addresses agenda changes and procedural authority.	Clarify that receiving a notice of motion does not require a two-thirds vote. The applicable threshold for immediate substantive consideration remains. Define the Chair's role as maintaining order, applying rules and facilitating fair participation, without unilateral authority to block eligible trustee business or public participants.
Minutes of Meetings	Defines the official record and requirements for preparing, adopting, certifying and publishing minutes.	Replace restrictions on recording discussion and substantive verbal reports with a requirement for concise, meaningful summaries. Include principal questions, material perspectives, significant staff responses, follow-up commitments, expressly stated reasons for significant decisions, amendments and recorded votes. Minutes remain summaries rather than transcripts.
Board Meeting Decorum	Establishes expectations for respectful conduct and orderly proceedings.	Recognize public input and oral, online and written questions. Permit public photography and audio/video recording, subject to non-disruption, access and privacy requirements. Directions to stop disruptive or privacy-infringing recording must be recorded in the minutes. Other decorum provisions remain.

Section	What the section covers	Proposed changes
Use of Props in Board Meetings	Regulates objects, signs, costumes and presentation materials.	No change proposed.
Live-Streaming Regular Board Meetings	Governs official broadcasts, recordings and online archives.	Require livestreaming and recording of all regular and special public Board meetings, except during temporary technical failures. Retain recordings online for at least four years, with permanent retention where practicable. Align public-recording rules with the new non-disruption and privacy standards.
Quorum	Sets the minimum attendance required and what happens when quorum is absent.	No change proposed.
Length of Meetings	Sets meeting limits, extensions and treatment of unfinished business.	No change proposed.
Staff Attendance	Requires attendance by the Secretary Treasurer and Superintendent, with exceptions when their own employment or performance is considered.	No change proposed.
Inaugural and Annual Organizational Meetings	Covers the first meeting after an election, oaths of office, annual organizational business and election of Board leadership.	No change proposed.
Regular Meetings of the Board	Establishes the regular meeting schedule and order of business.	Retain the existing schedule. Make livestreaming mandatory and add Public Input on Agenda Items before Standing Committee Reports, so people can speak before decisions on committee recommendations as well as New Business. Renumber subsequent agenda items and clarify the notice-of-motion voting rule.
Public Input on Agenda Items -- new provisions	Creates a public speaking opportunity within regular Board meetings.	Allow presentations in person or online before debate or voting on the relevant item. Speakers normally receive three

Section	What the section covers	Proposed changes
		minutes, with additional time possible for organizational presentations, accessibility, interpretation or complexity. Registration must use simple, objective criteria. Eligible speakers cannot be excluded because of their viewpoint or organizational affiliation. Confidential matters remain excluded from public discussion.
Repeat public participation -- new provisions	Addresses participation on a subject previously discussed.	Allow further participation where there is new information, changed circumstances, a later decision-making stage or a new matter or recommendation. Having spoken earlier in the Board's term is not, by itself, grounds for exclusion.
Public Question Period	Provides an opportunity to ask questions about Board business.	Replace the written-only process with questions asked in person, online or in writing. Increase the normal period from ten to twenty minutes, extendable by majority vote. Answer publicly where possible; otherwise provide and publish a written response within ten business days, subject to legal confidentiality requirements.
Special Meeting	Establishes who may call special meetings, notice requirements and limits on their business.	No direct change proposed. The amended agenda-publication and livestreaming provisions also apply, subject to urgent-meeting rules.
Private Meeting	Identifies confidential matters and regulates disclosure and public reporting.	Narrow the catch-all provision to matters where excluding the public is reasonably necessary under an applicable legal requirement. Where possible, identify the general subject and basis for confidentiality publicly. Release decisions and information when confidentiality is no longer required. The other listed private-session categories remain.
Public Delegation Board Meetings	Establishes separate delegation meetings, registration, eligibility and presentation procedures.	Delete the routine separate-meeting system and its associated procedures. Replace it with public input and questions at regular Board meetings and participation at standing committees. The Board may still arrange special hearings, forums, town halls or consultations where warranted.

Section	What the section covers	Proposed changes
Electronic Meetings	Allows meetings through electronic means and establishes communication and recordkeeping requirements.	No change proposed.
Trustee Participation Through Virtual Means	Regulates individual trustees' requests to attend remotely.	No change proposed.
Rules of Order -- general provision	Applies Robert's Rules where legislation and Board policy are silent.	No change proposed.
Presiding Officer	Determines who chairs meetings and how the Chair is temporarily transferred.	No change proposed.
Voting Procedures	Covers voting, abstentions, ties and special voting thresholds.	No change proposed.
Points of Order and Appeals	Allows procedural rulings by the Chair to be appealed to the Board.	No change proposed.
Reconsideration and Rescission	Establishes conditions for revisiting previous Board decisions.	No change proposed.
Confidentiality	Restricts disclosure of information designated confidential.	No direct change proposed. The amended Private Meeting section adds requirements for public reporting when confidentiality no longer applies.
Attendance and Decorum	Requires trustees to notify the Chair before leaving and follow conduct standards.	No change proposed.
Appendix A -- Chairperson and Vice-Chairperson Nomination and Election Procedure	Covers scrutineers, nominations, speeches, ballots, election results and tie breaking.	No change proposed.

Policy 8: Board Committees

Policy 8 establishes the committee system, meeting procedures, membership, participation rights and committee responsibilities.

Section	What the section covers	Proposed changes
Introduction	Establishes committees as primarily advisory bodies, subject to any specific authority delegated by the Board.	No change proposed. Final authority remains with the Board unless expressly delegated.
1.1 Meeting Decorum	Sets expectations for respectful, orderly and professional committee discussion.	No direct change proposed. Public participation and recording rights are expanded elsewhere in the policy.
1.2 Meeting Agendas	Governs agenda preparation, requests, eligibility and publication.	Remove final substantive agenda control by the Board Chair and Vice-Chair. Allow trustees and recognized representatives to propose items. Eligible requests should normally be scheduled within a reasonable period and cannot be rejected because of disagreement with their merits. A majority of appointed trustee members may direct that an eligible item be scheduled. Retain reasons for rejected requests.
1.2 -- deadlines and publication	Sets the lead time for requests and distribution of materials.	Remove the fixed four-week submission deadline. Normally publish agendas and substantive materials at least seven calendar days before public standing committee meetings, replacing the 48-hour requirement. Identify late materials and explain delays. Confidential matters should be directed to an appropriate private meeting rather than excluded from the governance process.
1.3 Notice of Meeting	Requires advance notice to committee members and representatives.	Increase notice from five to seven calendar days, subject to urgent-meeting and late-material provisions.
1.4 Proceedings	Applies Robert's Rules where legislation and policy are silent.	No change proposed.
1.5 Format and Frequency of Meetings	Establishes meeting frequency, additional meetings, cancellations and electronic formats.	Retain the minimum of four meetings per school year. Allow additional meetings to be called by the Board, a majority of appointed trustee members, or through Agenda Setting on the

Section	What the section covers	Proposed changes
		Committee Chair's recommendation. Prevent cancellation solely for insufficient business when a majority wants the meeting to proceed. Publish schedule changes and reasons. Arrange meeting formats administratively, subject to Board direction and participation requirements.
1.6 Role of the Committee Chairperson and Vice-Chairperson	Defines leadership, planning, chairing, reporting and succession responsibilities.	Replace the Chair's four-week agenda-submission requirement with the revised section 1.2 process. Other responsibilities remain.
1.7 Minutes	Establishes committee recordkeeping requirements.	Require concise summaries of substantive discussion and verbal reports, including questions, representative perspectives, staff responses, follow-up, recommendations, motions, amendments, movers, seconders and votes. Publish public committee minutes promptly after adoption. Minutes remain summaries rather than transcripts.
1.8 Public Delegations → Public Participation	Currently excludes delegation presentations from committee meetings.	Replace that exclusion with a right to register to speak on an agenda item, normally before substantive discussion. Permit in-person and electronic presentations, normally up to three minutes. Use objective registration criteria and prohibit exclusion based on viewpoint. Apply Policy 7's repeat-participation provisions.
1.9 Live-Streaming Board Committee Meetings	Governs broadcasts, recordings and archives.	Require livestreaming and recording of public standing committee meetings, except during temporary technical failures. Retain recordings online for at least four years, with permanent retention where practicable. Permit public photography and recording under Policy 7's non-disruption and privacy standards.
2.1 Purpose of Standing Committees	Defines their advisory role, joint meetings, recommendations and annual work plans.	No change proposed. Recommendations still require Board approval to become binding.
2.2 Membership and Quorum	Establishes trustee positions, alternates, quorum and voting rights.	Require appointments by Board vote after trustees receive a list of positions and can express interest. Chair recommendations cannot limit nominations or consideration. Existing

Section	What the section covers	Proposed changes
		membership numbers, quorum and voting provisions remain.
2.3 Inherent Rights Holder and Stakeholder Representatives	Provides representation for Host Nations, DPAC, VDSC, employee organizations and other listed groups.	Retain all existing representatives and explicitly recognize rights to propose agenda items, submit reports, ask questions, participate fully in discussion, request follow-up and identify engagement needs. Require responses within a reasonable period, with public recording where appropriate. Representatives do not acquire voting rights.
2.4 Resource Staff and Subject Matter Experts	Establishes the Superintendent's authority to appoint staff and involve experts.	No change proposed.
2.5 Standing Committee Responsibilities -- structure	Identifies the standing committees and their mandates.	Increase the number from four to five by separating the Finance and Personnel Committee into a Finance Committee and a Personnel and Workplace Committee.
2.5 A -- Policy and Governance Committee	Covers policy, governance structures, legislative compliance and advocacy planning.	No change to its mandate proposed.
2.5 B -- Facilities Planning Committee	Covers capital and facilities plans, catchments, District programs and school naming.	No change to its mandate proposed.
2.5 C -- Education Plan Committee	Covers the Education Plan, student learning reports, courses, programs, school learning plans and calendars.	No change to its mandate proposed.
2.5 D -- Finance Committee	Currently combines financial and personnel oversight.	Rename it the Finance Committee and focus its mandate on financial governance, including financial reports, budgets, financial plans and fees. Transfer human resources oversight to the new committee.
2.5 E -- Personnel and Workplace Committee -- new	Creates a separate forum for system-level workforce and workplace governance.	Establish responsibilities for workforce planning; recruitment and retention; workload, absenteeism, health, safety and well-being; workforce demographics and staffing pressures;

Section	What the section covers	Proposed changes
		succession planning; labour-market conditions; and human resources strategy. Confidential employee, bargaining and legal matters remain private where required.
2.6 Subcommittees	Allows focused work under standing committees, with Board-approved terms of reference.	No change proposed.
3.1 Audit Committee -- Membership and Quorum	Establishes appointments, alternates, quorum, attendance and voting.	No change proposed.
3.2 Audit Committee Resource Staff	Provides staff support, normally including the Secretary Treasurer.	No change proposed.
3.3 Independent Audit Committee Members	Allows public members to serve as resources and sets qualifications and terms.	No change proposed.
3.4 Audit Committee Responsibilities	Covers financial reporting, external audit, auditor independence, risk and internal controls.	No change proposed.
4. Ad Hoc Committees	Allows temporary committees for specific projects and establishes their appointment and support arrangements.	No change proposed.
Appendix A -- Advocacy Subcommittee Terms of Reference	Defines advocacy planning, monitoring, membership, quorum, representatives and staff support.	No change proposed.

Consequential Board Direction and Implementation

Provision	Purpose and proposed direction
Secretary Treasurer's review	Review legal, procedural and technical consistency; identify related amendments to other policies and administrative procedures; update numbering and cross-references; and develop implementation procedures. Report recommended changes to the Board.
Preserving Board - approved substance	The technical review must preserve the substantive intent of adopted amendments. Any recommendation materially changing, restricting or removing an adopted right, obligation or governance direction must return to the Board for explicit approval.
Implementation	Bring the specified changes to trustee motions, agenda access, participation, livestreaming and public recording into effect at the first regular Board and standing committee meetings following the technical implementation review, and no later than a date established by the Board.

Vancouver School Board

ITEM 1.2

November 18, 2026

TO: **Policy and Governance Committee**

FROM: **Helen McGregor, Superintendent & CEO**

RE: **Policy 1 – Foundational Statements and Strategic Plan Engagement**

INTRODUCTION

This report is for discussion and decision.

BACKGROUND

Boards of education and school districts are expected to develop multi-year strategic plans that guide operations over several years and illustrate a clear focus on improving student learning outcomes. The strategic plan, alongside the Framework for Enhancing Student Learning (FESL) report provide the north star for a school district. From this flows alignment across the school district with the financial planning processes, school and operational plans. Strategic planning and directions are a critical element of the governance of a school district.

VSB's current Education Plan guides the District's work through 2026 and is embedded in Policy 1 – Foundational Statements. Policy 1 includes the values statement, equity statement and the Board's goals and objectives.

VSB's Education Plan was developed with the support of a contracted facilitator with input from inherent rights holders, students, their families, staff and stakeholder groups throughout 2021 and adopted by the Board in 2022.

The plan was rolled out in fall 2022, just prior to the previous Board being elected. As a result, the former Board did not have the opportunity to participate fully in the development of the current plan while being accountable to advance it's goals and objectives.

At the June 17, 2026, public Board meeting, staff recommended and the Board approved that a newly elected Board should have the opportunity to help shape the District's strategic direction early in its term, as this supports stronger alignment between Board priorities, district planning and implementation. The current Education Plan will remain in place through the 2026-27 school year while an updated plan is developed for implementation beginning in the 2027-28 school year.

The Board must determine an appropriate process to review the current plan and develop the next strategic plan and related updates to Policy 1.

Where a Board policy is amended, the superintendent will also assess whether related administrative procedures require corresponding updates to maintain consistency with Board policy and applicable legal requirements.

MINISTRY GUIDANCE ON STRATEGIC PLANNING

The Ministry of Education and Child Care's 2026 A Guide to Effective Planning and Reporting in the B.C. K-12 Education Sector supports boards of education and district leadership teams in developing and implementing strategic plans and reporting on student outcomes.

The provincial framework: what is the Framework for Enhancing Student Learning?

The Framework for Enhancing Student Learning (FESL) brings together the Ministry's Framework for Enhancing Student Learning Policy and the Enhancing Student Learning Reporting Order, Ministerial Order M302/2020. It requires boards to maintain a strategic plan, report annually on student outcomes and establish processes to continuously improve learning. Its focus is success for every student, with particular attention to equitable outcomes for Indigenous learners, children and youth in care, and students with disabilities or diverse abilities.

FESL focuses on three areas of student success. Intellectual development considers whether students meet or exceed literacy and numeracy expectations across grade levels. Human and social development considers whether students feel welcome, safe and connected at school, have a sense of belonging, and feel that adults care about them. Career development considers whether students graduate and have the core competencies needed to achieve their career and life goals.

What a strategic plan does

A strategic plan sets the District's multi-year direction to support student success as outlined in the FESL policy. In VSB, the Education Plan is the District's strategic plan. A well-developed strategic plan includes mission, vision and values; learning-focused priorities; objectives; timelines; and the engagement process used to develop the plan. Priorities should be informed by student learning evidence and meaningful engagement.

Board direction and staff implementation

The infographic below prepared by the Ministry shows the components of the *Strategic Planning and Reporting Process* and the shared responsibility between the Board and staff.



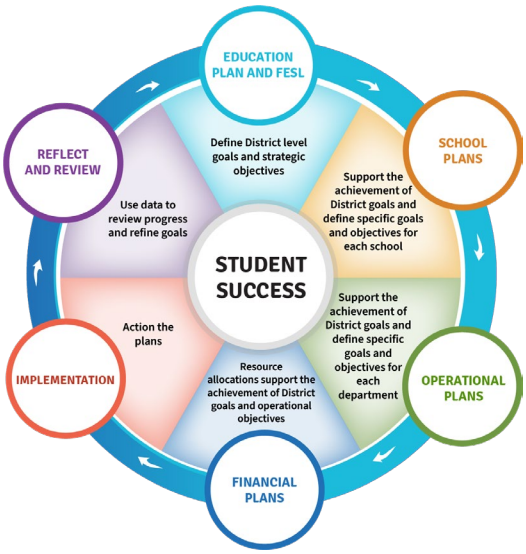
Annual reporting and continuous improvement

Each year, every school district must report on intellectual development, human and social development, and career development through the Enhancing Student Learning Report. Drawing on provincial assessment results, surveys and graduation rates, districts identify strengths and areas for growth and adjusts strategies and resources to improve student outcomes. This annual review supports implementation of the multi-year Education Plan.

Connecting educational priorities and resources

The Education Plan provides direction for school learning plans, operational plans, and multi-year financial planning. These plans should work together so that staffing, professional learning, services and resources support the intended student outcomes. Financial decisions and educational priorities are therefore connected parts of the same planning and improvement process.

VSB Continuous Cycle of Improvement



PREVIOUS DEVELOPMENT PROCESS FOR VSB'S EDUCATION PLAN

Development of VSB's Education Plan was informed by a multi-stage knowledge gathering process beginning in May 2021. An ad hoc committee of four trustees with the support of senior team helped guide the work of staff and an independent contractor to assist in knowledge gathering and the development of the plan.

The process started with trustees and staff visiting more than 40 schools to hear directly from students.

This was followed by broad public surveys involving students, their families, staff and community members conducted by an independent contractor. More than 4,000 parents, guardians and caregivers, 1,550 students and 700 staff responded to the surveys.

A second phase included nine focus groups with more than 80 participants, including students, their families, teachers, administrators and stakeholder representatives. Meetings were held with inherent rights holders from xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) & səlilwətaɬ (Tsleil-Waututh Nation).

The Board reviewed the input gathered and together with District and Ministry information and developed the Education Plan adopted in 2022.

COMMITTEE DISCUSSION

At the November 12, 2025, Policy and Governance Committee meeting, participants engaged in small group discussion regarding the process for reviewing and updating Policy 1 – Foundational Statements. Feedback from that discussion emphasized the importance of gathering diverse perspectives through accessible and inclusive methods, including surveys, focus groups and targeted outreach. Participants highlighted the need to intentionally include voices that are often underrepresented in formal engagement processes, including marginalized communities, and to ensure that the review is informed by lived experience and current best practices.

At the meeting participants will be invited to reflect on the previous Education Plan development process and provide input on the design of the new Education/Strategic Plan engagement process. The discussion will be guided by the following questions:

1. What information about the current Education Plan, student outcomes and FESL should be shared before asking for input? What Ministry requirements or other constraints should be explained at the outset?
2. Whose voices should be included and whose voices might we be missing? How can we include their voices to make participation meaningful, inclusive and proportionate to the decisions under consideration?
3. If this engagement is successful, what do you hope to see as the final result?
4. Is there anything else you would like to share that is important to inform next steps in the development of a new strategic plan, Policy 1 - Foundational Statements and Policy 21 – Anti-Racism and Non discrimination?

CONCLUSION

Feedback received through the committee discussion will inform the development of the 2026-30 Education Plan and Policy 1 Foundational Statements planning and engagement process and timeline, which will be presented to the Board for consideration and approval at the January 2027 regular public Board meeting.

To advance the work in an expedited and efficient manner it is recommended that a small ad hoc committee be formed that are tasked to support the Board in the development and renewal of a renewed Strategic Plan and Policy 1. The membership should include a minimum of four trustees supported by the superintendent. It is also suggested that Policy 21 – Anti-Racism and Non-discrimination be reviewed and aligned at the same time, due to the interconnectedness of the Equity Statement in the current Education Plan and the policy.

RECOMMENDATION

The Policy and Governance Committee Recommends:

THAT the Board of Education:

1. **establish an Ad Hoc Strategic Plan and Associated Policies Renewal Committee to support the Board in the development and renewal of the Vancouver School District's Strategic Plan and updates to Policy 1 and Policy 21, with the Committee's work to be completed by June 30, 2027;**
2. **approve the following terms of reference for the Ad hoc Committee:**
    - **to provide governance oversight and guidance for the process to renew the District's Strategic Plan and Policy 1 and Policy 21;**
    - **to review information, evidence and input gathered through the renewal process;**
    - **to consider input received from inherent rights holders, students, families, staff, stakeholders and the broader community;**
    - **to provide direction on the development of a proposed renewed Strategic Plan and Policy 1 and Policy 21 for consideration and approval by the Board; and**
    - **to report regularly to the Board on the progress of the renewal process;**

3. **establish the ad hoc committee membership as four representatives, appointed by the Chairperson of the Board, with the Chairperson of the Board also appointing the Chairperson of the Ad Hoc Committee;**
4. **extend invitations to representatives of the inherent rights holders and stakeholder groups identified by the Board to participate in meetings of the Ad Hoc Committee and contribute to the Strategic Plan and Policy 1 renewal process;**
5. **direct that the Ad Hoc Committee be supported by the superintendent, who will appoint appropriate resource staff and subject matter experts and determine their respective roles, responsibilities and reporting requirements; and**
6. **direct that the Ad Hoc Committee cease to exist upon completion of its mandate, anticipated no later than June 30, 2027.**

Vancouver School Board

ITEM 2.1

November 18, 2026

TO: **Policy and Governance Committee**

FROM: **Flavia Coughlan, Secretary Treasurer | CFO**

RE: # Appeal Policy and Procedures Bylaw Review

Reference to Education Plan

GOAL: The Vancouver School Board will increase equity by…

OBJECTIVE(S): Improving stewardship of the District's resources by focusing on effectiveness, efficiency, and sustainability.

INTRODUCTION

The *School Act* provides for two levels of appeal for students or their parents under Section 11 of the *School Act*.

- Boards of Education

  Under the *School Act* (Section 11(3)), all boards are required to have appeal bylaws and processes.

- Superintendent of Appeals

  Under the *School Act* (Section 11 (4)) an appeal to a Superintendent of Appeals cannot be made unless an appeal to the board of education has first been pursued.

Appeals under Section 11 are intended to provide a fair and expeditious means by which parents and students can seek a review of decisions made by an "employee of the board" that significantly affect the education, health or safety of a student. It is important to make a distinction, in policy and in practice, between appeals of a decision made by an "employee of a board" (i.e. section 11(2) of the *School Act*) and complaints made about a board. A formal process is required for decisions that fall within the scope of Section 11 of the *School Act*.

This item is for discussion.

REVIEW OF APPEALS POLICY AND PROCEDURES BYLAW

The Board of Education fulfills its statutory obligation under section 11(3) of the *School Act* through its Appeal Policy and Procedures Bylaw. The current Bylaw was developed with advice from legal counsel and adopted on October 30, 2023. It reflects guidelines issued by the Ministry of Education and Child Care in November 2022 to support appeal processes that are accessible, fair and easy to navigate. The provincial guidance also supports the use of an informal conflict resolution process to resolve disputes, where possible, before a formal appeal is made to the Board of Education.

Section 11 appeals are confidential. Information and documents about appeals may only be disclosed in accordance with the *School Act*, Freedom of Information and Protection of Privacy Act, and applicable Board policy and procedure.

COMMITTEE ENGAGEMENT AND FEEDBACK

The Policy and Governance Committee will provide an opportunity for Committee members, inherent rights holders and stakeholder representatives to review the current Bylaw and provide feedback based on their perspectives and experience with the appeal process. The purpose of the engagement is to identify what is working well and any areas where clarification or change should be considered.

Discussion will be organized around the following questions:

1. What is working well in the current Bylaw and should be maintained?
2. What is unclear, difficult to use, or could create barriers or unintended consequences?
3. What changes should be considered to improve the clarity, accessibility, fairness or effectiveness of the appeal process?

Feedback will be documented and provided to legal counsel for consideration. Legal counsel will review the feedback in the context of applicable legislation and provincial guidance and advise the Board on any changes that should be considered to maintain compliance and support a clear, accessible, fair and effective appeal process.

The purpose of this engagement is to identify issues and considerations for further review. Participants are not being asked to develop or approve specific amendments to the Bylaw at this stage. Any proposed amendments resulting from the review and legal advice will be brought forward through the Board's established governance process for consideration.

Attachments:

A. Appeal Policy and Procedures Bylaw
B. Conflict Resolution Process

Board of Education of School District No. 39 (Vancouver)
Appeal Policy and Procedures Bylaw

(Section 11 of the School Act)

Policy:

The Board of Education of School District No. 39 (Vancouver) (the "Board") believes that employee decisions relating to individual students should be carried out in accordance with principles of fairness. The appeal process should encourage all parties to disputes to understand the concerns of the other parties and make good faith efforts to resolve disputes to mutual satisfaction.

The Board encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises, pursuant to the Board's Conflict Resolution Procedure. This process is designed to be supportive and solution focused.

If an employee's decision is disputed or a complaint is made about an employee's decision, if the dispute or complaint is not resolved to the satisfaction of the student or the parent of the student affected, and the decision significantly affects the education, health or safety of the student, the Board of Education recognizes the right of a student and/or their parents (including guardians and persons acting in place of parents) to appeal to the Board.

Definitions:

"Decision" includes a failure to make a decision.

"Parent" is as defined in the School Act, and includes a guardian.

"Appellant" is the student, parent or guardian initiating the appeal.

"Board of Education" is comprised of nine (9) trustees.

"Board Officer" means the Superintendent or the Secretary Treasurer.

"Administration" means the school district staff making a submission to the Board of Education as part of the appeal process.

1.0 Guiding Principles:

Appeals to the Board of Education are to be carried out in accordance with principles of fairness, including:

1.1 The appeal process should be accessible to parents and students. Information about the appeal process and relevant policies should be readily accessible to all, including employees, students, and parents. Reasonable accommodation should be provided where necessary to allow parents or students to make use of the appeal process.

1.2 Appellants are entitled to receive the same written and oral information to be used in the appeal as is provided to the Board by administration and to have an opportunity to respond to it.

1.3 The Board accepts its responsibility to exercise its independent judgment when hearing appeals.

1.3.1 A board officer who has participated in making the decision being appealed, who has attempted to mediate it or who has investigated it shall not be present for the Board's deliberations on the appeal.

1.3.2 A trustee who identifies that they clearly have a bias or a conflict of interest that prevents them from objectively reviewing the decision being appealed shall not be involved in deciding on the outcome of the appeal and shall not be present at the Board's appeal hearing.

1.4 A student or parent shall not be subjected to retribution by the Board, its officers, or employees because an appeal has been made.

1.5 Appeal procedures shall be established by bylaw and shall be applied in accordance with the above principles.

1.6 The Board recognizes that whether a decision significantly affects a student's education, health, or safety is a matter for individual consideration. The following will typically be considered to be matters that significantly affect a student's education, health or safety:

1.6.1 expulsion from an educational program;

1.6.2 suspension from an educational program for more than five (5) school days;

1.6.3 suspension from an educational program where no other educational program is made available;

1.6.4 transfer of a student from one school to another for disciplinary reasons;

1.6.5 distributed learning required as part of a disciplinary matter;

1.6.6 a decision not to provide an Individual Education Plan (IEP) for a student with special needs;

1.6.7 grade promotion or graduation;

1.6.8 consultation about placement of a student with special needs and the provision of an IEP;

1.6.9 being the recipient of bullying behaviours, including intimidation, harassment or threats of violence or acts of hate by a student against another student;

1.6.10 exclusion due to a medical condition that endangers others.

1.7 Decisions made on appeals are not precedential and are not binding on future decision makers.

1.8 Board policies and administrative procedures are not appealable under Section 11 of the School Act or this Policy.

1.9 Where a parent or student challenges a decision of a Board employee that significantly affects the education, health or safety of a student, the parent or student should be advised of this Bylaw.

1.10 In considering appeals of employee decisions, the Board shall consider, but shall not be limited to:

1.10.1 whether the decision appealed is in accordance with legislation, board policies and procedures;

1.10.2 whether the decision appealed was reached through a process that was fair to the student and after consideration of relevant information;

1.10.3 whether the evidence presented to the Board supports the decision or calls it into question;

1.10.4 whether the decision is reasonable in the circumstances; and

1.10.5 whether there are special circumstances that would warrant making an exception to a board policy.

1.11 The appeal process is not intended to place the Board in the position of determining what is best educational practice or programming, which is the responsibility of professional education staff.

2.0 Appeal Procedures

Procedures for hearing appeals shall be applied in accordance with the guiding principles in the Board's Appeal Policy. The Board may, in its absolute discretion, refuse to hear an appeal where the appellant has not first followed the conflict resolution process or discussed the decision with one or more persons as directed by the Board. The commencement date of an appeal is the date the notice of appeal is filed with the Office of the Secretary Treasurer following the completion of the conflict resolution process.

2.1 Pre-Appeal Procedure: Conflict Resolution Process

2.1.1 The Appellant shall take the dispute resolution steps outlined in the District's Conflict Resolution Procedure for School-Based Concerns or other applicable policy or procedure to try to resolve the concern before filing an appeal to the Board. If the applicable dispute resolution process does not resolve the concern, an appeal is normally from the decision of the highest supervisory officer who dealt with the matter in the dispute resolution process.

2.1.2 The conflict resolution process will conclude with a decision by the Associate Superintendent assigned to resolve conflicts prior to appeal, making a determination (the "decision") on the matter in dispute, and will include the Associate Superintendent's decision whether the matter in dispute significantly affects the education, health or safety of a student.

3.0 Notice of Appeal and Time Limits for Appeal

3.1 Appeals must be started within fifteen (15) business days of the completion of the Conflict Resolution Process, unless good reasons are shown why the time should be extended.

3.2 An appeal is started by completing a Notice of Appeal form and by delivering it by mail, email or personal delivery to the office of the Secretary Treasurer. The Notice of Appeal should provide all relevant information in relation to the appeal.

3.3 The Notice of Appeal must include:

- 3.3.1 the name, address and school placement of the student (including, where appropriate, grade level and home room teacher);
- 3.3.2 the name and address of the person(s) making the appeal;
- 3.3.3 the decision that is being appealed;
- 3.3.4 the date on which the student and/or parent/guardian bringing the appeal were informed of the decision;
- 3.3.5 the name of the Board employee(s) who made the decision being appealed;
- 3.3.6 particulars of the effect on the student's education, health or safety;
- 3.3.7 the grounds for the appeal and the action requested or relief sought;
- 3.3.8 a summary of the steps taken by the student and/or parent/guardian to resolve the matter to date, including steps taken as part of the Conflict Resolution Process;
- 3.3.9 whether the person making an appeal is requesting an oral hearing; and
- 3.3.10 whether the person making an appeal requires any special accommodation in order to proceed with the appeal (such as interpretation services at the hearing of the appeal.)

3.4 The Secretary Treasurer, or designate, is responsible on behalf of the Board for:

- 3.4.1 receiving Notices of Appeal;
- 3.4.2 reviewing Notices of Appeal for completeness and timeliness;
- 3.4.3 referring Notices of Appeal to the Superintendent for a preliminary determination of the matter of significance, as required;
- 3.4.4 giving any notices required under collective agreements;
- 3.4.5 receiving and distributing documents relevant to an appeal;
- 3.4.6 communicating with the appellants, the Board, and others on matters relating to an appeal hearing;
- 3.4.7 arranging for any accommodation required; and
- 3.4.8 scheduling hearings if a hearing is granted.

4.0 Referral to Quorum of the Board

4.1 If the Superintendent, or designate, is of the view that the matter did not significantly affect the education, health or safety of the student, the student and/or parent will be advised. If the student and/or parent disagrees with the Superintendent's determination of significance, the Secretary Treasurer may refer the appeal to a quorum of the Board for a determination of that preliminary issue, recognizing the 45-day time constraint on making a decision on the appeal.

4.2 Appellants shall be notified of the preliminary hearing and provided with the opportunity to make additional written submissions on the preliminary issue to be determined.

4.3 If an appeal is referred to a quorum of the Board, and the majority of the quorum of the Board determines that the decision in issue does not significantly affect the education, health or safety of a student, that the appeal was commenced out of time without reasonable excuse, or that the student and/or parent has refused or neglected to discuss the decision under appeal as directed by the Board, the appeal will be dismissed. That decision is final and may not be appealed.

4.4 If an appeal is referred to a quorum of the Board, and the majority of the quorum of the Board determines the appeal does involve a decision that significantly affects the education, health or safety of a student, was filed in time or with reasonable excuse, or that the person bringing the appeal did not fail to engage in conflict resolution with staff, the matter will proceed to consideration by the Board as outlined in this procedure.

5.0 Hearing Procedure

5.1 The Board may, in its absolute discretion, determine whether an appeal shall be considered on the basis of written submissions or an oral hearing. The Board may determine rules of procedure, including imposing limits on time for presentations, the ability to call or question witnesses, and the receipt of evidence, whether sworn or unsworn, to facilitate the disposition of the appeal, and may adjourn the proceeding at the request of any party where there are reasonable grounds to do so.

5.2 The Board may establish a schedule for the exchange of documents or written submissions. At least seven (7) days prior to the date scheduled for the hearing of the appeal, or the exchange of initial written submissions in the cases of a written appeal, school district staff and the appellant must provide each other with any documents or information they intend to rely on for the appeal.

5.3 The Board may be advised in camera by legal counsel and by the Secretary Treasurer or designates in relation to the appeal provided they have not had prior involvement in the matter under appeal.

5.4 At any time the Board may request further information from the appellant or the Superintendent or designate and may adjourn in order that such information may be obtained.

5.5 The Board may make any interim decision it considers necessary pending the disposition of the appeal.

5.6 The Board may hear an appeal despite any defects in form or technical irregularities and may relieve against time limits.

5.7 Section 11 appeals are confidential. Appeals and decisions on appeals will be held in closed session. Information and documents about appeals may only be disclosed in accordance with the School Act, Freedom of Information and Protection of Privacy Act, and applicable Board policy.

5.8 The Board will ensure that each party has received all documentation provided by the other party prior to the hearing.

5.9 The Board may invite submissions from any person whose interests may be affected by the Board's decision on the appeal.

5.10 At the end of each party's submission, trustees may ask questions.

5.11 When questioning by trustees is complete, the parties leave, and the Board meets to decide how it will dispose of the appeal.

5.12 The Board must make a decision within 45 days from receiving the Notice of Appeal.

5.13 The Board's decision is final, subject to any rights to appeal under the School Act.

5.14 The Board may reconsider its decision only:

5.14.1 if it is satisfied that new evidence or information would have a material effect on the decision and the failure to present that evidence or information at the original hearing is satisfactorily explained;

5.14.2 the decision contravenes law;

5.14.3 a reconsideration is directed or requested in connection with an appeal of the board's decision under School Act s.11.1.

5.15 The parties will be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable.

5.16 Appellants who have appeal rights under School Act s.11.1 will be advised of those rights when or before they are notified of the board's reasons for decision.

6 REPEAL

School District No. 39 (Vancouver) Board of Education By-law No. 2 - Section 11 Appeal Procedure and School District No. 39 (Vancouver) Board of Education Policy 13 Appeals Procedure are repealed.

Adopted: October 30, 2023

Vancouver School Board

Working Together to Support Your Child

Conflict Resolution Process for School-based Concerns

FAMILIES AND SCHOOLS ARE PARTNERS

We want to work alongside you to support your child. When a concern comes up, our goal is to listen, share information and work collaboratively with you to find helpful next steps.

This guide explains the process for resolving concerns that parents or guardians have about their own child's experience, education or participation at school. It applies to concerns that directly affect their own child, rather than concerns about other students or broader school, community, procedure or policy matters. In most cases, concerns can be resolved through open, timely conversations involving the people closest to the situation.

Parents or guardians and school staff may not always see a situation in the same way. That is a normal part of working together. Some concerns can be resolved quickly, while others may require ongoing planning for a child, more than one meeting or additional time for shared problem-solving. The goals of this process are to understand the concerns clearly, share information and identify next steps that support the child.

Begin with the staff member closest to the situation

In most cases, this will be your child's teacher. If there is a concern with another school staff member, please connect with the principal or vice-principal. A helpful conversation may include:

- sharing relevant information
- asking questions and listening
- addressing misunderstandings
- determining next steps

KEEP YOUR CHILD AT THE CENTRE

Focus on your child's experience, the information available to the family and school, and the actions or supports that may help.

Speak with the principal or vice-principal

If the actions taken do not resolve the concern, contact the principal or vice-principal to arrange a meeting. They can listen, review what occurred, gather information, bring people together when helpful, and support next steps and follow-up.

Vancouver School Board

RESOLUTION CAN TAKE TIME

Resolution may require more than one conversation. It may also take time to put a plan in place and determine whether it is addressing the concern.

Request director of instruction support

Most concerns are resolved at the school level. If a concern remains after the principal or vice-principal has provided support, a director of instruction may help the family and school team continue the resolution process.

The director of instruction may review information, speak with those involved and help identify next steps to address the concern. The school will continue to play a central role in supporting the student and carrying out agreed actions.

THE SCHOOL REMAINS CENTRAL TO SUPPORTING YOUR CHILD

District involvement is meant to support the work already happening with the school, not replace it. In most cases, the school team remains central because they know the child, the context and the possible supports. If the concern has not been raised at the school level, the director of instruction will refer you back to the school to address the matter there.

Associate superintendent review

If a concern remains unresolved after support from the director of instruction, it may be referred to an associate superintendent. The associate superintendent will review the concern and work with the family, school, and district staff, as needed, to ensure there is a clear understanding of the issues, the impact on the student, the actions that have been taken to resolve the concern, and the outcomes being sought.

This is the final stage of the conflict resolution process. The associate superintendent will review the steps taken to this point, work with the family and school to resolve the matter and provide a written decision about the concerns. The decision will include the associate superintendent's understanding of the concerns and their conclusion about whether any unresolved matters significantly affect the student's education, health or safety.

Only decisions that significantly affect the education, health or safety of a student may proceed to formal appeal.

Vancouver School Board

Frequently Asked Questions

How do I contact the principal, vice-principal or director of instruction?	Contact information is available on your school's website.
What support is available to help me?	The school principal can support your request for language assistance through the support of a VSB Multicultural Liaison Worker in your native language. VSB Multicultural Liaison Workers can support translation and help answer questions you may have. You may bring an advocate or support person to a meeting. Please let the school know who will attend. If you have other accessibility needs, please advise the principal.
Should I contact the trustee assigned to my school to help me resolve the issue?	While trustees welcome communication with parents, they cannot become involved in specific school issues because of the conflict that may occur should you later wish to appeal the issue to the Board of Education.
Should I contact the superintendent to help me resolve the issue?	The superintendent's role is to ensure that concerns are addressed through the appropriate process. Concerns raised directly with the superintendent will be referred to the school or department best positioned to review and resolve the matter.
I feel my concern is not being addressed. Should I file an appeal?	An appeal is available only after you have completed the district's conflict resolution process and received a formal written response from an associate superintendent. Please refer to the Appeal Procedures section for information about eligibility, timelines, and next steps.

Vancouver School Board

FORMAL APPEAL

Most school-based concerns do not lead to a formal appeal. However, the Vancouver School Board recognizes and respects the fact that parents/guardians and students may strongly disagree with decisions made by school employees that significantly affect the health, education or safety of a student at school. In this rare case, a formal appeal may be launched in accordance with the Appeal Policy and Procedures Bylaw. Appeals must be started within fifteen (15) days of the completion of the Conflict Resolution Process, unless good reasons are shown why the time should be extended. Please review the Conflict Resolution Process prior to launching a formal appeal. If a matter has not been addressed through the conflict resolution process, the matter will be referred back to the appropriate school or district staff.

Please see Appeal Policy and Procedures Bylaw.
Please review the Parent and Student Appeal Guide.

September 2026