AGENDA
Wednesday, November 18 at 9:00 a.m.
Policy Committee – SD 64 (Gulf Islands)

Policy Committee: Deborah Luporini (Chair), Clare Hoffman, John Whitelaw, Chaya Katrensky (Board Chair ex-officio), Jill Jensen (Superintendent), Jesse Guy (Secretary-Treasurer)

Called to order:

1. **Adoption of Agenda**

2. **Approval of May 27, 2026 Policy Meeting Summary** *(attachment)*

3. **Policies and Administrative Practices Development**
   - *Policy 1.5 Policy Development and Currency*
   - *AP A1 Development of Administrative Practice*

4. **New and Amended Policies –**briefing note *(attachment)*
   a) NEW draft: Indemnity Bylaw #4 *(attachment)*
   b) 1.21 Role of the Trustee, Chairperson and Vice-Chairperson *(attachment)*
   c) Board Procedures Bylaw #2 *(attachment)*

5. **Other Business**

6. **Next Meeting: TBD**

7. **Adjournment**

Summary

Policy Committee – SD 64 (Gulf Islands)

May 27 | 9:00 am

In attendance:
Committee: *Deborah Luporini (Committee Chair), Greg Lucas, Rob Pingle, Chaya Katrensky (Board Chair, ex-officio)*
Trustees*: Nancy Macdonald*
Staff: *Jill Jensen (Superintendent), Jesse Guy (Secretary-Treasurer), Lori Deacon (Director of Corporate Services), Marc Wright (Senior Information Technology Manager)*
Partner Group Representatives: *Katherine Hazen (DPAC), Andrew McPhee (GITA), Shelly Johnson (GIPVPA)*

The meeting was called to order at 9:00 a.m. by Committee Chair Luporini.

1. **Adoption of Agenda**
   Adoption of Agenda as presented by consensus.

2. **Approval of Summary**
   Summary of the January 28, 2026 Policy Committee meeting was adopted by consensus.

3. **New Business**
   a) **BCSTA Policy Committee Review and Recommendations**
   The committee reviewed recommendations from the BCSTA Policy Review Committee Report. Staff identified, in alignment with the BCSTA report, a number of policies that are operational in nature and currently exist as administrative practices.

   The Board does not currently have an Indemnification Bylaw.

   Action: The Policy Committee recommends that the policies identified by staff as operational be consolidated into existing Administrative Practices and repealed by the Board, in favour of the Administrative Practices.
   - *Policy 4.20 Student Physical Restraint and Seclusion into AP S9 Physical Restraint and Seclusion in Emergency Circumstances*
   - *Policy 4.30 Severe Allergic Reaction into AP S7 Severe Allergic Reaction – Anaphylaxis*
   - *Policy 4.40 Provision of Menstrual Products into AP S5 Provision of Menstrual Products to Students*

- *Policy 4.50 Video Surveillance into AP I12 Video Surveillance*
- *Policy 4.60 Unexpected Health Emergencies into AP S11 AEDs and AP S12 Naloxone in Schools*
- *Policy 3.50 Curricular, Co-Curricular and Extra Curricular Activities into AP L3 Field Trips Manual*

Action: Staff will prepare a draft Indemnification Bylaw for the next Policy Committee Meeting for consideration.

Action: Draft amendments to policy 1.21 Role of the Chairperson and Vice-Chairperson, to include role of the trustee, will be brought to the next Policy Committee Meeting for consideration.

b) Sexualized Violence

The committee reviewed the Ministry of Education and Child Care's Synopsis of Gender-Based and Sexualized Violence and discussed how Board policies and District Administrative Practices can be strengthened to address this important issue. Staff advised strengthening:

1. Policy 2.10 Inclusive and Respectful Environments by adding: *"including gender-based and sexualized violence"* to guideline 2.
2. Policy 2.20 Sexual Identity, Gender Diversity and Gender Expression, to include a Board statement *"The Board shall consider any violence, threat of violence, or act of aggression, including harassment, discrimination, intimidation and bullying on school premises to be a serious threat to the school environment and to the safety of both students and staff and shall be dealt with in accordance with the school's code of conduct."*

Discussion was had as to whether a separate policy or administrative practice was needed to provide clarity of expectation and process.

Action: The Policy Committee recommends that policies 2.10 and 2.20 be amended to strengthen language as identified by staff, and that the draft amended policies be brought to the June 10, 2026 Board meeting for notice of motion and circulated for feedback.

Action: Staff will review definitions in AP S2 Student Critical Incidents

c) 2.70 Use of Board Property for Child Care

Staff presented amendments to align with recent updates to the Child Care Order. Boards are now required to include in their policy an annual process for identifying available space in elementary schools. Boards are also required to engage with Indigenous Education Councils when considering changes to child care on school grounds. Discussion was had regarding Ministry expectations of Board policy in lieu of operational administrative practice.

Action: The Policy Committee recommends that the amended Policy 2.70 Use of Board Property for Child Care be brought to the June 10, 2026 Board meeting for notice of motion and circulated for feedback.

4. **Other Business**

5. **Next Meeting:** November 18, 2026, Teams

6. **Adjournment:** 9:52 a.m.

Policy Brief

Title: Policy Committee - New Items and Business Arising

Date: November 18, 2026

From: Lori Deacon, Director of Corporate Services

Audience: Committee

Purpose

This report outlines this committee meeting's work in two parts:

1. Business Arising: Action Items from the May 5, 2027 Policy Committee for further policy development and revision brought forward
2. New Item: Amendments to Board Procedures Bylaw #2

Recommendations/Options

Recommended Action Items:

- That the Committee brings a recommendation to the December 9 meeting, for the Board to consider New Bylaw # 4 Indemnification, offer first reading, and circulate for feedback.
- That the Committee brings a recommendation to the December 9 meeting for the Board to consider amendments to Policy 1.21 Role of the Trustee and present Notice of Motion for approval of amendments, and circulate for feedback
- That the Committee brings a recommendation to the December 9 meeting, for the Board to consider amendments to Bylaw #2 Board Procedures, offer first reading, and circulate for feedback.

New Drafts and Amendments

a) Indemnity Bylaw (New Bylaw #4)

During the review of the BCSTA Policy Review Advisory Committee's January 2026 Report "Policy Review for Boards of Education.", it was noted that the Board does not have an Indemnification Bylaw for the Board to indemnify against proceedings trustees, officers or employees of the Board or members of the IEC against claim for damages arising out of performance of duties or conduct of District business (reference *School Act,* section 95).

Action Item from the May 27, 2026 Policy Committee Meeting: *Staff will prepare a draft Indemnification Bylaw for the next Policy Committee Meeting for consideration*.

The attached draft Bylaw mirrors the exemplar provided in the BCSTA report and is common language found in other B.C. school district bylaws.

b) 1.21 Role of the Trustee, Chairperson, and Vice-Chairperson

It was also noted during the review that Board policy currently lacks language that defines the role of the trustee.

Action Item from the May 27, 2026 Policy Committee Meeting: *Draft amendments to policy 1.21 Role of the Chairperson and Vice-Chairperson, to include role of the trustee, will be brought to the next Policy Committee Meeting for consideration.*

Staff have amended current Policy 1.21 Role of the Chairperson and Vice-Chairperson to include Role of the Trustee for the Committee's consideration.

c) Bylaw #2 Board Procedures – draft amendments

Amendments are proposed to include language specific to trustee voting and processes and implications for obtaining. The draft language aligns with legal counsel and aligns with guidance set out in Trustee Governance: "Motions and Voting, A practical Guide for School Trustees."

Additional amendments were made to reflect the election of trustee representation on the Indigenous Education Council and acknowledge the rights of the Council to determine its own membership.

Attachments/Links

- Indemnity Bylaw 4 (new draft)
- 1.21 Role of the Trustee, Chairperson and Vice-Chairperson (draft amendments)
- Board Procedures Bylaw 2 (draft amendments)
- BCSTA Board Policy Review Committee Report, January 2026
- SD64 Board Governance: Motions and Voting

BYLAW No. 4 Indemnification

This bylaw establishes procedures for indemnifying trustees, officers and employees of the Board of Education of School District No. 64 (Gulf Islands) (the "Board").

It is in the interest of a responsive and efficient public service that trustees, officers and employees be protected against a claim of damages arising out of the performance of their duties. None of these individuals should be placed in a position of personal liability for the performance of responsibilities vested in them by the *School Act* or assigned to them by the Board.

1. The Board will indemnify a trustee, an officer or an employee of the Board:

    1.1. Against a claim for damages against the trustee, officer or employee arising out of performance of their duties; or

    1.2. Where an inquiry under Part 2 of the *Public Inquiry Act* or other proceeding involves the administration and conduct of the business of the School District and, in addition, the Board may pay legal costs incurred in proceedings arising out of the claim, inquiry or other proceeding.

2. The Board may, by affirmative vote of a majority of not less than 2/3 of all its members, pay:

    2.1. Any sum required to indemnify a trustee, an officer or an employee of the Board where a prosecution arises out of the performance of their duties with the Board; and

    2.2. Costs necessarily incurred. The Board shall not pay a fine imposed on a trustee, an officer or an employee as a result of their conviction.

3. The Board shall not seek indemnity against a trustee, an officer or an employee of the Board in respect of any action by the trustee, officer or employee that results in a claim for damages against the Board except:

    3.1. Where the claim for damages arises out of the gross negligence of the trustee, officer or employee; or

3.2. Where, in relation to the action that gave rise to a claim for damages against an officer or employee, the officer or employee willfully acted contrary to:
  3.2.1. The terms of their employment, or
  3.2.2. An order of a superior.

4. The Board's obligation to indemnify a trustee, an officer or an employee in respect of matters occurring during their term of office or employment shall continue, notwithstanding that the term of office or employment, as the case may be, has ended.

5. Where the Board decides to pay legal costs incurred in proceedings out of a claim, inquiry under Part II of the *Public Inquiry Act* or other proceedings, the Board has the right to conduct the defense of the matter and, in its discretion, to compromise and/or settle the claim.

6. The Board shall not indemnify a trustee, officer or employee against:

  6.1. Liability and legal fees incurred as a result of an action or other proceeding taken by the Board against the trustee, officer or employee, or as a result of an action or proceeding taken by the trustee, officer or employee against the Board.

  6.2. Liability to pay a fine, penalty or order imposed as a result of the conviction for an offence.

  6.3. Legal fees incurred as a result of a prosecution where the trustee, officer or employee is convicted of an offence or obtains a conditional discharge.

  6.4. Legal fees incurred in an appeal of any conviction, sentence, judgment or order, unless the Board, by an affirmative vote of a majority of its members, so agrees.

  6.5. Liability and legal fees incurred by a trustee where the Court determines that the trustee knowingly contravened the *School Act.*

  6.6. Liability incurred by a trustee, officer or employee where the Court determined that the trustee, officer or employee knowingly permitted or authorized an expenditure not authorized by an enactment.

6.7. Liability incurred by a trustee as a result of any restitution ordered pursuant to Section 62 of the *School Act*; and

6.8. Those matters for which the Board may seek indemnity from an employee pursuant to its authority under Section 95 of the *School Act*.

7. The Board may enter into individual indemnity agreements with its officers and employees not inconsistent with provisions of the *School Act*.

Date of First Reading: XXth day of [month], 20XX
Date of Second Reading: XXth day of [month], 20XX.
Date of Third Reading and Adoption: XXth day of [month], 20XX.

Board Chairperson

Secretary Treasurer

Original signed [Month, Day, Year]
Prior Revisions:

Policy 1.21 Role of the Trustee, Chairperson, and Vice-Chairperson

Trustees are elected representatives who contribute to the Board's governance role through collective decision-making, strategic leadership, and stewardship of public education. Trustees exercise authority only when acting as members of the Board in a duly constituted meeting or when specifically authorized by the Board. Individual trustees have no authority to direct staff or make decisions on behalf of the Board unless delegated such authority by Board resolution. This role shall be exercised in accordance with the *School Act*, Board bylaws, Board policies, and the Trustee Code of Conduct.

Trustees shall respect the distinction between governance and operations and shall channel requests for information or action through the Board Chairperson to the Superintendent or designate, except where otherwise authorized by the Board.

1. The Trustee

Each Trustee shall:

1.1. Become familiar with Board policies, agendas, reports, and other materials necessary to participate effectively in Board decision-making.

1.2. Attend Board meetings and actively participate in deliberations and decisions in a manner that contributes to effective governance and the achievement of the Board's strategic priorities.

1.3. Consider issues from a district-wide perspective, be aware of personal biases and any actual, perceived or potential conflicts that may affect impartial decision-making, and act in the best interests of all students and the District as a whole.

1.4. Respect and support the corporate decisions of the Board once they have been made.

1.5. Bring forward matters of concern and community perspectives that may affect students, schools, or the District and assist the Board in understanding community needs and priorities.

1.6. Refer operational matters and complaints through the appropriate channels in accordance with Board policy and established District administrative practices.

1.7. Maintain a respectful and professional working relationship with fellow trustees, the Superintendent, and senior staff.

1.8. Act in accordance with the Trustee Code of Conduct and uphold the dignity, integrity, and reputation of the Board and the District.

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1.9. Serve on Board committees, liaison assignments, or representative roles as approved or assigned by the Board.

1.10. Attend district, school, Indigenous, community, and partner events and activities when able and welcomed, in support of the Board's governance and relationship-building responsibilities.

2. The Board Chairperson

The Board delegates to the Chairperson the following powers and duties:

2.1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the bylaws and policies as established by the Board and where those are silent, *Robert's Rules of Order, Newly Revised*.

2.2. Prior to each Board meeting, consult with the trustees and confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.

2.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached.

2.4. Keep informed of significant developments with the sector.

2.5. Keep the Board and the Superintendent informed in a timely manner of all matters coming to the Chairperson's attention that might affect the District.

2.6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events and convey to the Superintendent concerns from

trustees, parents, students, or employees which may affect the administration of the District.

2.7. Act as the spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.

2.8. Act as one of the signing officers for the District.

2.9. Extend hospitality to other trustees, officials of the Board, the press and members of the public.

2.10. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

3. The Board Vice-Chairperson

The Board assigns to the Vice-Chairperson specific responsibilities:

3.1. The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all the powers, duties and responsibilities of the Board Chairperson.

3.2. The Vice-Chairperson shall assist the Board Chairperson in ensuring that the Board operates in accordance with its own bylaws and policies and in providing leadership and guidance to the Board.

3.3. The Vice-Chairperson may attend agenda setting meetings for regular scheduled Board meetings.

3.4. The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.

BYLAW NO. 2 BOARD PROCEDURES

This bylaw establishes procedures governing Board of Education of School District No. 64 (Gulf Islands) (the "Board") meetings.

PREAMBLE:

In accordance with the *School Act,* the Board must establish procedures governing the conduct of its meetings.

The Board is committed to conducting meetings in a consistent, efficient, and respectful manner, and in accordance with the requirements of the *School Act*.

The Board of Education, in an open meeting of the Board, enacts as follows:

1. DEFINITIONS

1.1. The terms used in this bylaw shall have the meanings assigned by the *School Act* and Regulations made thereunder, except as when the context requires otherwise.

2. OATH OF OFFICE, INAUGURAL MEETING AND ELECTION OF BOARD OFFICERS

2.1. A person elected or appointed as a trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before assuming their role as a trustee on the Board.

2.2. As specified by the *School Act*, the term of office commences on the first Monday after November 1 following the election or when the person makes a prescribed oath of office, whichever is later.

2.3. After the general local election of trustees, the Secretary Treasurer shall convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.

2.4. The Secretary Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*.

2.5. The Secretary Treasurer (or designate) shall call for nominations three times for the position of Board Chairperson.
- 2.5.1. Trustees may not nominate themselves.
- 2.5.2. Nominations do not require a seconder.
- 2.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination
- 2.5.4. Once nominations are closed, trustees, who have accepted a nomination, may address their colleagues for two minutes
- 2.5.5. Trustees who are not elected for one office may accept a nomination for another office.

2.6. The Secretary Treasurer will then conduct a vote, if necessary, by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person receiving a majority of the total votes cast will be elected Chair of the Board.
- 2.6.1. If no person receives a majority, further ballots will be taken.
- 2.6.2. If more than two candidates are on a ballot and no majority is reached, the person with the least number of votes will be dropped from the nominees and a further ballot conducted.
- 2.6.3. The Secretary Treasurer will declare the duly elected Chairperson of the Board for the ensuing year and will vacate the chair.
- 2.6.4. Any vote involving only two trustees that ends in a tie vote will result in a further ballot and, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots.

2.7. The Chairperson so elected shall assume the chair for the remainder of the meeting.

2.8. Upon assuming the chair, the Chairperson will call for nominations for Vice-Chairperson of the Board, and then for the BCSTA Provincial Council and alternate, and BCPSEA Representative and alternate for the ensuing year and will conduct each election in the same manner as described in 2.4 above.
- 2.8.1. The Board may also nominate two trustee representatives to the Indigenous Education Council (IEC) in the same manner and submit the names for the IEC's consideration. It is understood that the IEC shall determine its own membership.
- 2.8.2. If the Chairperson is seeking the position in question, the Vice-Chairperson shall take the chair. If the Chairperson and Vice-Chairperson

are both seeking the position, the Secretary Treasurer or designate shall chair the meeting.

2.9. The Chair, Vice-Chair and Trustee Representatives serve in their roles at the pleasure of the Board or until the annual Special Meeting in the following November.

3. ANNUAL SPECIAL MEETING OF THE BOARD AND ELECTION OF BOARD OFFICERS

3.1. In the years when no inaugural meeting is required, an annual Special Meeting of the Board will be held, in public, no later than the third Wednesday in November. The Secretary Treasurer will preside as Chair at the meeting to elect a Chair as per 2.5 above. When the Chair is elected, the Chair will then proceed as per 2.7 above.

4. MEETING SCHEDULE, QUORUM AND PROTOCOLS

4.1. Annually, the Board will determine the schedule of meetings for the following school year and will publish the schedule prior to the beginning of each school year in non-general election years, and within sixty (60) days following the election date in general election years.

4.2. The agenda shall be prepared by the Secretary Treasurer under the direction of the Chairperson (or designate) who shall consult with the Superintendent.

4.3. The proposed agenda will be provided to each trustee in an electronic format at least 48 hours in advance. Non receipt by a trustee shall not void the proceedings.

4.4. Written notice of any meeting will be waived provided that reasonable steps have been taken to notify all trustees of the meeting and that the majority of the sitting trustees agree to waive written notice.

4.5. A quorum of the Board is a majority of the trustees holding office at the time of the meeting. Trustees may participate in or attend a meeting of the Board by telephone or video conference if all trustees and other persons participating in or attending the meeting are able to communicate with each other.

4.6. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed

time the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.

4.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.

4.8. The Board will observe recognised national, provincial and First Nations protocols during meetings, on ceremonial occasions and, where flag protocols are concerned, when expressing a collective sense of sorrow and loss, or engaging in acts of remembrance.

4.9. Substantial issues affecting policies or procedures should be given as notice of motion at one meeting (requires no seconder and is not debatable) and be introduced by motion at a subsequent meeting.

5. REGULAR MEETINGS

5.1. The order of business at all regular meetings shall include:

5.1.1. Call Meeting to Order and Territorial Acknowledgement
5.1.2. Adoption of Agenda;
5.1.3. Approval of Minutes;
5.1.4. In-Camera Summary;
5.1.5. Delegations/Presentations;
5.1.6. Correspondence;
5.1.7. Chairperson Report;
5.1.8. Superintendent of Schools Report;
5.1.9. Secretary Treasurer Report;
5.1.10. Committee Reports;
5.1.11. Trustee Reports;
5.1.12. Other Business;
5.1.13. Question Period;
5.1.14. Date of Next Meeting(s);
5.1.15. Adjournment.

5.2. Alterations to the order of business may be proposed by any trustee and shall require a two-thirds vote or unanimous consent.

5.3. Minutes of the proceedings of all meetings shall be legibly recorded in a minute book, certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are approved.

5.4. The minutes shall record the date, time and place of the meeting, the name of the presiding officer and a list of those attending.

5.5. Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board.

5.6. All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds vote to extend the hour of adjournment.

5.7. Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than trustees be excluded.

5.8. The Secretary Treasurer, or another employee designated by the Board if the Secretary Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, must be present at the time a decision of the Board is rendered and must record any decision.

5.9. The Board encourages the public and representatives of all partner groups and students to attend Board meetings:

5.9.1. Canadian Union of Public Employees (CUPE)
5.9.2. District Parents' Advisory Council (DPAC)
5.9.3. Gulf Islands Principals' and Vice-Principals' Association (GIPVPA)
5.9.4. Gulf Islands Teachers' Association (GITA)
5.9.5. Student representatives from district schools

5.10. The Board expects all persons attending meetings to conduct themselves in a respectful manner. The Chairperson or other member presiding at a meeting may expel from the meeting a person, other than a trustee, that the Chairperson or other member presiding at the meeting considers guilty of improper conduct (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings

of the Board). A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

6. RECOGNITION, PRESENTATIONS AND DELEGATIONS AT REGULAR MEETINGS

6.1. Presentations, recognition and delegations comprised of an individual or groups of students, parents, staff, rightsholders, partners and others are welcome at regular meetings.

6.2. To ensure the Board is able to complete the business on the agenda, a maximum of 30 minutes per meeting is allotted for presentations, recognition and delegations, inclusive of questions and comments from trustees. A maximum of ten minutes will be allowed for each individual group.

6.2.1. The Superintendent, or designate, will be responsible to schedule in-district presentations and district recognition activities.

6.3. A person or group wishing to address the Board as a delegation on an item not otherwise on the agenda will provide a written request outlining an overview of the item(s) they wish to present, those who will be in attendance and designating a spokesperson.

6.3.1. Requests must be sent to the Chair at least 14 days prior to the date of a regular Board meeting,

6.3.2. Consideration of the request is subject to article 4.2 of this bylaw for placement on the agenda of a Regular or In-Camera Meeting.

6.3.3. The Board will not hear matters in a Regular meeting that include, but are not limited to:

6.3.3.1. the subject of labour negotiations;

6.3.3.2. the subject of contractual negotiations or service agreements with service providers;

6.3.3.3. in relation to a specific client, child, student, employee or volunteer of the district.

6.4. A request to present at a Regular Meeting will require a brief written submission, including the purpose (information, request for action, etc.) of the presentation seven days in advance of the scheduled Regular Meeting for distribution to trustees as part of their agenda package.

6.5. Delegates are expected to conduct themselves in a respectful and constructive manner. Delegates may voice concerns but must not:

6.5.1. Promote hate, harassment, or violate Board Bylaws and/or Policies;
6.5.2. Use offensive, obscene, or defamatory language, gestures, or images;
6.5.3. Use negative or derogatory personal references;
6.5.4. Misuse personal information related to district students, staff, or Trustees;
6.5.5. Discuss topics outside of their intended delegation;
6.5.6. Discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the district; or
6.5.7. Engage in debate with other delegates, staff, or Trustees.

6.6. The Chair will rule on the propriety of all presentations and comments and may terminate any presentation or comment or refer it to an In-Camera Meeting of the Board if that is deemed to be appropriate by the Chair.

6.7. The Board will hear the Delegation's presentation and the trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will only act after due deliberation, usually at a subsequent meeting.

6.8. A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following Delegations concerning that item will be in order.

6.9. A delegation that has been heard on an issue may not appear again on that same issue within the twelve months following the presentation; except that it may be given an opportunity to comment should the issue raised come back to the Board for a report following consideration of the initial representations.

7. SPECIAL MEETINGS

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

7.2. Written notice of a special meeting and an agenda shall be given to each trustee at least 48 hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote, provided all reasonable steps have been taken to notify all trustees of the meeting.

8. IN-CAMERA MEETINGS

8.1. If, in the opinion of the Board, the public interest so requires, persons other than trustees may be excluded from a meeting. The Secretary Treasurer or other employee designated under the *School Act*, must be present at the time that a decision of the Board is rendered and must record any decision.

8.2. No trustee shall disclose to the public the proceedings of an In-Camera Meeting unless a resolution has been passed at the In-Camera Meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.

8.3. The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the Board or both were excluded.

8.3.1. The record shall be presented at the next meeting of the Board open to the public, in accordance with article 5.1.4 of this bylaw.

8.4. Unless otherwise determined by the Board, the following matters shall be considered in In-Camera session:

8.4.1. salary claims and adjustments and consideration of requests of employees and board officers
8.4.2. matters pertaining to labour relations and collective bargaining;
8.4.3. accident claims and other matters where Board liability may arise;
8.4.4. legal opinions respecting the liability or interest of the Board;
8.4.5. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
8.4.6. medical reports;
8.4.7. matters pertaining to individual students including the conduct, discipline, suspension or expulsion of students, truancy and indigent students;
8.4.8. staff changes including appointments, transfers, resignations, promotions and demotions;
8.4.9. purchase of real property including the designation of new sites; consideration of appraisal reports and accounts claimed by owners; determination of board offers and expropriation procedures;
8.4.10. lease, sale or exchange of real property prior to finalization thereof;
8.4.11. matters pertaining to the safety, security or protection of Board property.

8.4.12. such other matters where the Board decides that the public interest so required.

8.5. Generally, the order of business at In-Camera Meetings will be set out in the agenda for that meeting under the following headings, as appropriate:
8.5.1. Call Meeting to Order and Territorial Acknowledgement
8.5.2. Adoption of Agenda
8.5.3. Approval of Minutes
8.5.4. Delegations
8.5.5. Correspondence
8.5.6. Superintendent Report
8.5.7. Secretary Treasurer Report
8.5.8. Chairperson Report
8.5.9. Adjournment

9. RULES OF ORDER

9.1. The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the *School Act* or in this bylaw. Where there is an inconsistency between the *School Act* and this bylaw, the *School Act* shall apply.

9.2. The Board may adopt a procedural rule for one or more meetings by resolution approved by two- thirds of the trustees present at the meeting. A rule, other than the requirement for notice of meetings, may be suspended by unanimous consent of the trustees present.

9.3. The rules contained in this bylaw may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting and in the notice of the meeting.

9.4. The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph 9.1. The ruling shall be subject to an appeal to the Board if requested by a trustee immediately after the ruling and before resumption of business.
9.4.1. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of the trustees present. A successful appeal does not necessarily set a precedent.

9.5. A copy of the Board's procedural bylaw shall be available for inspection at all reasonable times by any person.

10. BYLAWS AND RESOLUTIONS

10.1. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution.

10.2. The following matters shall be dealt with only by bylaw:
- 10.2.1. adoption of the budget
- 10.2.2. a capital bylaw
- 10.2.3. the acquisition or disposal of property
- 10.2.4. ordinary rules of procedure of the Board and rules relative to the organization of meetings of the Board;
- 10.2.5. amendments to bylaws;
- 10.2.6. where required by the *School Act*.

10.3. All bylaws of the Board shall be established, amended or repealed as follows:
- 10.3.1. Every bylaw shall be dealt with in the following stages:
- 10.3.2. First reading: no debate or amendment;
- 10.3.3. Second reading: discussion of the principle of the bylaw;
- 10.3.4. Committee stage: If the question for second reading passes, the bylaw may be referred to the committee of the whole for detailed consideration or to a standing committee;
- 10.3.5. Third reading: consideration of amendments made in committee and final decision.

10.4. When a bylaw has been amended in committee, it shall be reprinted as amended and shall not be further proceeded with, except by a two-thirds vote, until the amended version has been distributed.

10.5. The Board may not give a bylaw more than 2 readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all 3 readings at that meeting. If a written or printed copy of a bylaw is in the possession of each trustee, and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, then the reading may consist of a description of the bylaw by
- 10.5.1. its title, and
- 10.5.2. a summary of its contents.

10.6. The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed in committee.

10.7. A bylaw may be repealed at any stage with unanimous consent of the Board.

11. MOTIONS

11.1. A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.

11.2. The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.

11.3. All motions shall be seconded.

11.4. An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended.

11.4.1. A motion can be amended more than once; however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided.

11.4.2. An amendment to an amendment must be germane to the first amendment and cannot be amended.

11.5. A motion to reconsider can only be made the day on which the original motion was voted upon and by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.

12. DEBATE

12.1. Debate shall be strictly relevant to the question before the meeting. The presiding officer shall warn speakers who violate this rule or who persist in tedious or repetitious debate.

12.2. Speakers shall be recognized by the Chair and shall address all remarks to the Chair.

12.3. Each trustee has the right to speak twice on the same question on the same day but cannot speak a second time so long as any trustee who has not spoken on that question desires to speak. No trustee shall speak for more than five minutes at one time.

12.4. A matter of privilege (dealing with the rights or interests of the Board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

12.5. No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

13. VOTING

13.1. All questions shall be decided by a majority of the votes of the trustees present and voting, unless otherwise provided by the *School Act*.

13.2. It is expected that all trustees present at a meeting, including the Chair, will vote on each issue.

13.2.1. If a trustee has a conflict of interest, the trustee must not vote. The abstention shall be recorded and shall not affect the quorum.

13.2.2. If a trustee wishes to abstain for any other reason, they must so request before the vote is taken. A failure to vote, from a trustee who is present and otherwise eligible to vote, is counted as an affirmative vote.

13.3. Voting shall be by show of hands and only the result recorded unless a member requests recording of names before the vote is taken.

13.3.1. A trustee may have their negative vote recorded provided that they make that request before or immediately after the vote is taken.

14. Citation

This bylaw may be cited as "School District No. 64 (Gulf Islands) Bylaw No. 2, Board Procedures Bylaw".

School District No. 64 Bylaw No. 2 Procedural Bylaw, dated May 13, 2020, and any precedents are hereby repealed.

Date of first reading: ____ day of _____ , 2026.
Date of second reading: ____ day of _____ , 2026.
Date of third reading and adoption: ____ day of _____ , 2026.

_____
Board Chairperson

_____
Secretary Treasurer

BCSTA British Columbia School Trustees Association

Policy Review for Boards of Education

BOARD POLICY REVIEW ADVISORY COMMITTEE



January 2026

Policy Review for Boards of Education

CONTRIBUTIONS FROM:

BCSTA British Columbia School Trustees Association

BCSSA BRITISH COLUMBIA SCHOOL SUPERINTENDENTS ASSOCIATION

BC ASBO BC ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
Education is our Business

bcpvpa

BRITISH COLUMBIA Ministry of Education and Child Care

Policy Review for Boards of Education

Policy work is integral for boards of education to ensure effective governance. Policies provide strategic, values-based oversight and establish standards for the school district. They also ensure accountability to the local community and support the board's statutory role under the *School Act*.

Effective policies create strong governance by ensuring values-driven leadership that strengthens strategic oversight, supports sound decision-making, and creates conditions for student success.

PURPOSE: Policies serve as the board's primary resource expressing values and priorities while delegating implementation and operationalization to the superintendent. The board is responsible for developing, updating, and maintaining these policies.

ROLE: Policy development is about setting a board's governance framework and is solely the work of, and within the purview of, the board of education.

CLARITY: Policy defines roles and responsibilities, emphasizing the distinction between governance (policy and oversight) and operations (administrative procedures and day-to-day management).

TRANSPARENCY AND ACCOUNTABILITY: Policies require open decision-making and set measurable standards for ethical conduct and performance.

COMMUNITY ENGAGEMENT: Encourages public input and builds trust.

An effective policy manual is a living document that should be maintained and reviewed regularly to ensure it remains current, relevant and responsive to evolving needs.

In alignment with board policies, administrative procedures describe how the superintendent and staff implement board policy and other operational matters. Administrative procedures are detailed rules, guidelines, and processes developed by the superintendent or senior administration that guide the day-to-day operations of the school district.

Board Policy Review Advisory Committee

In June 2025, the BCSTA and Ministry of Education and Child Care identified the need for boards of education to review and modernize their policy manuals. As a result, the Board Policy Review Advisory Committee was established to develop guiding documentation to support boards of education in this work.

The Advisory Committee members, who include representatives of education partner groups, were appointed in June 2025. The committee has met eight times from July 2025 to January 2026 to develop materials to support boards in their policy review. The documentation developed by the committee aims to assist boards in establishing their governance direction and strategic vision by formulating a comprehensive set of foundational policies. The committee also acknowledges the importance of local district autonomy when developing policies that align with each district's priorities.

The committee:

- identified exemplar policies for reference
- developed materials to support boards in policy work
- provided clarity between policy and administrative procedures
- suggested workflow over three phases

PHASE 1: REVIEW OF THE DISTRICT'S POLICY MANUAL.

- Evaluate the structure used for policy manuals.
- Update and/or develop the core 13 foundational policies.
- Archive/delete any outdated policies.
- Identify policies that are operational and delegate to the superintendent to develop/update administrative procedures.

PHASE 2: UPDATE AND DEVELOP THE REMAINING POLICIES.

PHASE 3: DEVELOP A WORKPLAN FOR ONGOING REVIEW AND UPDATE OF POLICIES.

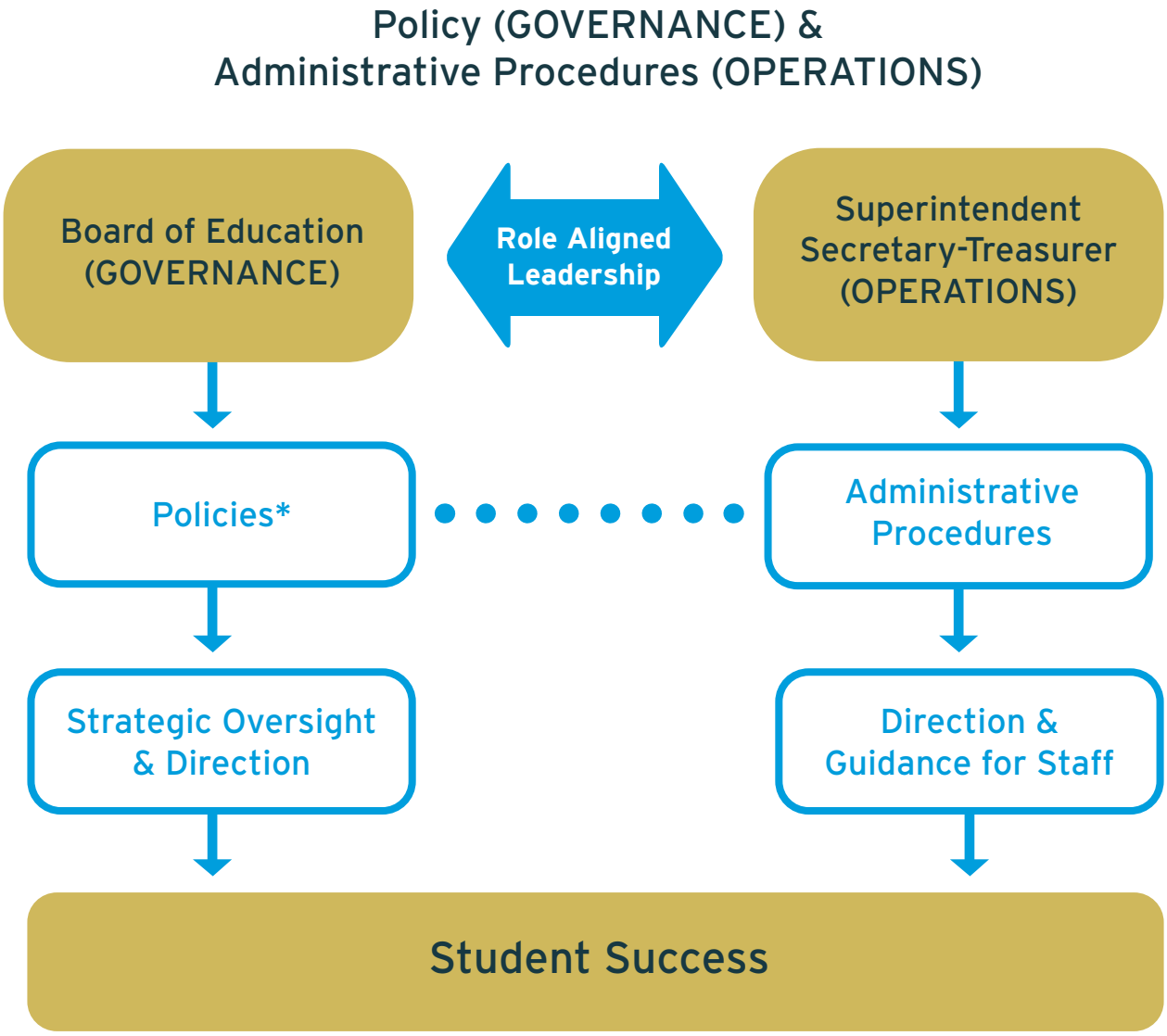
Note: Boards should follow their own Policy Development process as outlined in policy.

The goal is for boards of education to review and modernize board policies listed in Phase 1 of the documents by October 2026 and then continue updating policy manuals through the 2026-2030 term.

Board Policy Review Advisory Committee members:

- **Carolyn Broady**, BCSTA Past President, Board Liaison and Committee Chair
- **Jen Mezei**, Burnaby, Vice-Chair
- **Kelli Sullivan**, Vernon, Chair
- **Sherri Bell**, Greater Victoria, Official Trustee
- **Pius Ryan**, North Vancouver, Superintendent, BCSSA Liaison
- **Jennifer Woollends**, Quesnel, Secretary-Treasurer, BCASBO Liaison
- **Connor Morris**, Director, Public K-12 Policy & Communications, FNESC Liaison
- **David Nelson**, Director, Member Support Services, BCPVPA Liaison
- **Kiersten Fisher**, Executive Director, Governance and Legislation Branch, Ministry of Education and Child Care Liaison
- **Michael Rossi**, Deputy CEO, BCSTA
- **Maggie Yuen**, Executive Administrator, BCSTA
- **Suzanne Hoffman**, Consultant

Board Policy Review:



POLICY sets out the principles, expectations, and rules guiding how a school district is governed and operates.

ADMINISTRATIVE PROCEDURES are detailed rules, guidelines, and processes developed by the superintendent or senior administration in alignment with school board policies.

*Some boards may have governance bylaws in their policy manual. Refer to *Appendix A* for more information about bylaws.

Definitions:
Policy, Bylaw and Administrative Procedure

WHAT IS SCHOOL BOARD GOVERNANCE?

- A policy-based system through which the board establishes direction.
- Focusing the district on continuous, evidence-informed improvement in student learning and well-being.
- Ensuring clear delegation of authority with accountability.

Structures	Who's Responsible	What
Policy	Board	A policy sets out the principles, expectations, and rules guiding how a school district is governed and operates. A policy is not mandated but it articulates board values and guides decision making.
Standing/ Operational Bylaw	Board	A bylaw is a type of policy with a higher level of process attached to it. Refer to *Appendix A* for more information about bylaws.
Administrative Procedure	Staff	Administrative procedures are detailed rules, guidelines, and processes developed by the superintendent or senior administration that guides the day-to-day operations of the school district.

	Policy	Administrative Procedure
Purpose	States the principles, values, and expectations that guide the district.	Provides staff with rules, guidelines and processes to implement operational decisions.
Focus	The "**why**" and the "**what**" for boards of education	The "**how**" for staff
Authority	Created/approved by the board; publicly available	Created/approved by superintendent, may be connected to a board policy or stand alone.
Examples	Role of Board Chair, Role of Board, Role of Superintendent, Trustee Code of Conduct, Board Delegation of Authority, Recruitment and Selection of Personnel	Personnel practices, field trip approvals, student registration, emergency preparedness, provision of AED & Naloxone kits
Change Process	Formal board motion required, including notice of motion	Operational updates are communicated to the board by the superintendent.

Why This Distinction Matters

- Keeps the board focused on strategy and outcomes
- Preserves administrative authority and flexibility
- Strengthens accountability and role clarity
- POLICY: *"The district will strive to ensure all students have equitable access to technology."*
- ADMINISTRATIVE PROCEDURE: *"IT will assign devices through the district inventory system and monitor replacement cycles."*

Policy vs. Admin Procedure Decision Matrix

Question	Policy	Admin Procedure
Does it express a belief, value, or principle?	✓	
Is it required by Legislation?*	✓	✓
Does it direct day-to-day operations?		✓
Does it give strategic direction to the district?	✓	
Does it primarily involve detailed steps, timelines, or forms?		✓
Is it required to be approved by the board?	✓	
Can it be changed without board approval?		✓

Policy:

STUDENT HEALTH AND SAFETY: *"The Board is committed to providing a safe, healthy, and inclusive learning environment for all students and staff."*

Administrative Procedure:

ANAPHYLAXIS MANAGEMENT: *"School administrators will ensure individual care plans are in place for students with life-threatening allergies, including staff training and emergency response protocols."*

ADMINISTRATION OF MEDICATION: *"Designated staff will administer medication to students in accordance with medical authorization forms, storage requirements, and documentation standards."*

CONCUSSION MANAGEMENT: *"Staff will follow return-to-learn and return-to-play protocols for students who sustain a suspected concussion."*

STUDENT MEDICAL CONDITIONS: *"Schools will maintain records and implement supports for students with chronic or complex medical needs."*

Exemplar Policies to Govern Effectively

Topics that should be covered in policies
(not necessarily individual policies, topics can be embedded in different policies)

Phase 1 Policies to Govern Effectively		
Policy	**District**	**Policy**
Role of the Board	Abbotsford	Policy 2 (LINK)
Role of the Superintendent	Delta	Policy 12 (LINK)
Delegation of Authority *(if not already incorporated in Role of the Superintendent) ** would be optimal to have a stand-alone policy*	West Vancouver	Policy 12 (LINK)
Foundational Statements	Langley	Policy 1 (LINK)
Role of the Trustee	Comox	Policy 3 (LINK, p12)
Role of the Board Chair	Okanagan Skaha	Policy 5 (LINK)
Role of the Vice-Chair	West Vancouver	Policy 7 (LINK)
Trustee Code of Conduct (Includes Conflict of Interest)	Abbotsford	Policy 6 (LINK)
Recruitment and Selection of Personnel *(if not already incorporated in Role of the Superintendent)*	Langley	Policy 15 (LINK)
Policy Development	Vancouver	Policy 10 (LINK)
Indemnification (Bylaw)*	* Please refer to Appendix A for more information about bylaws and exemplars	
Trustee Election (Bylaw)*		
Appeals (Bylaw)*		

** ensure that they are in place as they are mandated by School Act. Refer to Appendix A for more information about bylaws.*

Policies for future phase		
Policy	**District**	**Policy**
Board Governance Operations	Langley	Policy 7 (LINK)
Board Committees	Comox	Policy 8 (LINK, p52)
Board Representation/ Representative	Abbotsford	Policy 9 (LINK)
Accumulating Operating and Surplus	Vancouver	Policy 19 (LINK)
Financial Planning and Reporting	Cowichan	Policy 24 (LINK)
School Closure Policy (and Bylaw) **- Catchment/reconfiguration**	Langley Burnaby	Policy 14 (LINK) Policy 12 (LINK)
Child Care	Kamloops Thompson	Policy 18 (LINK)
Student Transportation	Okanagan Skaha	Policy 18 (LINK, p81)
Disposal of Land (Bylaw) and Improvements	Abbotsford	Policy 20 (LINK)
Trustee Renumeration and Professional Development **- Includes Trustee expenses**	Maple Ridge Pitt Meadows	Policy 2920 (LINK)

Policy Category	Policies
Required by Legislation	• Bylaws: Appeals, Indemnification/Trustee Election* • Budget • Capital • Disposition of land • Child Care • Exempt Staff • Hardship • School Closure • Procedural bylaws
Suggested Policies to assist in effective decision making	• Trustee renumeration • Board evaluation and monitoring • Trustee professional development • School catchment
Examples of Local Policies reflecting unique community context	• Student trustee • Racial equity • Business companies
Examples of Policies that should be Administrative Procedures	• Anaphylaxis • Field trips • Video Surveillance • Provision of Menstrual Products to Students • Physical Restraint and Exclusion in Schools

** ensure that they are in place as they are mandated by School Act. Refer to Appendix A for more information about bylaws.*

Policy Development Process for Boards of Education

(BOARD TO REVIEW WITH SR STAFF AND/OR CONSULTANT)

1. PURPOSE

- Why are we doing this review?
- Why is it important for your board?
- How does this help your board with your governance and how it operates?
- Determine your board's comfort level for what can be accomplished.
    - Can all the policies be updated/ reviewed within a four-year term?
- How does this policy change help boards free up more time to strategically set a positive direction for the district instead of simply rubber-stamping decisions?

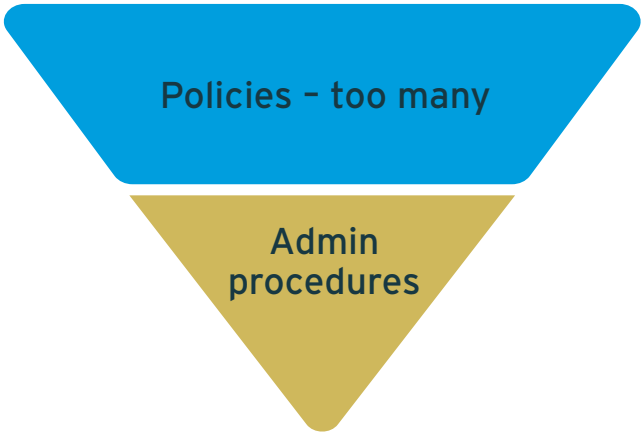
2. STRUCTURE

- Policy development is the work of the board of education, and it is solely the purview of the board.
    - Will the work be done by the whole board (committee of the whole) or by a sub-committee of the board?
    - They are the board's policies, so, as a group, decide IF, when, who, or how consultation might take place.
        - When appropriate, consider engaging partner groups.
        - When appropriate, may need community engagement.
- What is your board's structure for policy development/review?
    - Does the board have a good understanding of policy vs. administrative procedures (AP's)?
- What is your policy review process? (See point 3 below)
    - Which policies need to be deleted? Amalgamated? Revised?
    - Which policies should be administrative procedures?
- How will your new policies be updated?
    - Will a replacement policy manual be adopted all at once, by one motion?
    - Will you adopt one policy at a time?

3. POLICY REVIEW

- When were your policies last reviewed?
    - Are they still relevant?
    - Have they recently been updated to modernize language, or has a full review taken place?
    - Should some policies be APs?
    - How will the trustees and senior staff identify what should be policy vs. an AP?

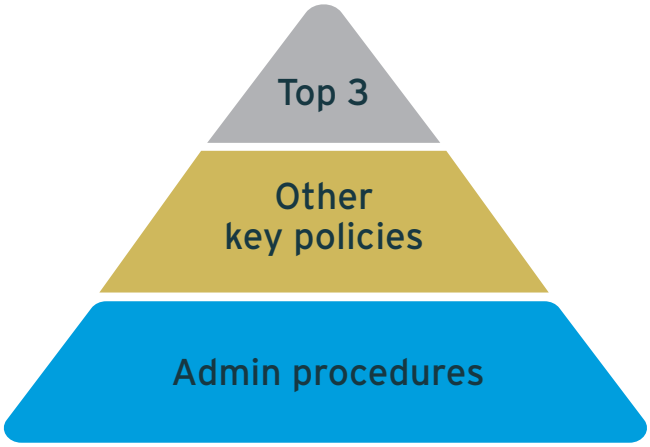
- After determining your comfort zone as a board, review bylaws and policies and categorize them
  - Identify if bylaw > policy > admin procedure.
    - Board to review bylaws and policies
    - Staff to review admin procedures
  - When Boards review bylaws and policies.
    - Are the policies required?
    - Can they be amalgamated?
    - Are they irrelevant? Can they be deleted?
  - Identify the structure for your policy manual.
    - Boards may benefit from reorganizing their board policy manual so that it is easier to navigate, clearly focused on governance and aligned with how boards function.
    - Is there a clear delineation between board policy and administrative procedure?



Unstable Governance Structure

BEFORE POLICY RESTRUCTURE:
86 Policies,
6 Administrative Procedures

Example: Refer to Appendix B



Stable Governance Structure

AFTER POLICY RESTRUCTURE:
21 Policies,
70 Administrative Procedures

Example: Refer to Appendix C

- Review the proposed policies for deletion and approve at each board meeting.
- Amalgamated policies – thoughtfully review of policies that should be amalgamated
    - Once deleted and amalgamated, bylaws/policies are addressed, then align board policies with the BCSTA framework.
- How does your district indicate or note in the footer the work that has been done to your policies?
    - Best practice – clear definition of revise, review and update of a policy.
        - Need to be clear what is done and when it was done to the policy (in the footer)
        - REVIEW: review of policy, reviewed by board/consultant
        - UPDATE: language updates only
        - Examples of updates: When a district considers updating language (he/she → they) – not fully revised, only language updates
        - Modernizing language from regulations to administrative procedures
    - REVISE: fully reviewed, discussed, revised and approved by the board

APPENDIX A - BYLAW

<table>
<tr><th colspan="3">Bylaw</th></tr>
<tr><td>Definition</td><td colspan="2">

A formal board of education decision requiring three (3) separate readings before adoption under the School Act (Section 3, Joint Rights and Duties).
A standing (procedural) bylaw is a type of policy with a higher level of process attached to it.
A bylaw cannot be easily changed and requires a robust approval process as outlined in School Act.
Guide decisions mandated by law
Some decisions must be made by passing a bylaw
There are two different types of bylaws standing (procedural) bylaws and operational bylaws.

STANDING (PROCEDURAL) BYLAWS: Standing Bylaws are used to establish procedures to be followed for certain matters
OPERATIONAL BYLAWS: Operational Bylaws are bylaws adopted by the board to establish procedures and administrative requirements necessary to fulfill the board's legal and operational obligations under applicable legislation and regulations.

</td></tr>
<tr><td>Purpose</td><td colspan="2">Governs how the board itself operates</td></tr>
<tr><td>Focus</td><td colspan="2">How the board governs itself</td></tr>
<tr><td>Authority</td><td colspan="2">Approved by the board; may be required and must comply with legislation</td></tr>
<tr><td rowspan="5">Examples</td><td>Standing (Procedural) Bylaws</td><td>Exemplars</td></tr>
<tr><td>Appeals Bylaw (under section 11 of the School Act)</td><td>Delta – Policy 13 (LINK)</td></tr>
<tr><td>Indemnification (under section 95 of the School Act)</td><td>Langley – Policy 16 (LINK)</td></tr>
<tr><td>Trustee Elections Bylaw (under part 4 of the School Act)</td><td>Comox – Bylaw 1C (LINK)
Kootenay Lake – Bylaw 4 (LINK)</td></tr>
<tr><td colspan="2">Operational Bylaws (not necessarily listed in your District's Policy/Bylaws)</td></tr>
<tr><td colspan="3">

Acquisition or disposition of land by a board (School Act s. 65)
Adoption of a budget (School Act s. 113)
Certain other financial matters (Division 7 of Part 6 of the School Act)
School Closure (School Act s. 73)

Some operational bylaws such as school closure bylaws are embedded in a robust school closure policy.
</td></tr>
</table>

BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41

POLICY STATEMENTS & ADMINISTRATIVE PROCEDURES

INDEX – NUMERICAL ORDER

Policy Number	Title	Date Adopted/Revised
1.	**MANDATE AND GOVERNANCE**	
1.00	Foundational Statement	Rev. Apr. 2021
1.05	Trustee Code of Ethics	Rev. Apr. 2021
1.10	District Policy and Policy Development	Rev. Sept. 2007
1.15	Trustee-Effectiveness Activities and Representation of the Board	Jan. 1982
1.20	Appeal of Decisions Bylaw	June 1990
2.	**COMMUNITY**	
2.05	Community Relations and Public Information	Feb. 1977
2.10	Parent/Student Committees	Rev. June 1990
2.11	School Planning Councils	Rev. Nov. 2007
2.15	Volunteers in District Schools	Rev. Mar. 2003
2.20	Community Use of Schools: Serving and Consumption of Alcoholic Beverages	Feb. 1980
2.25	District Parents' Advisory Council	Rev. Feb. 2016
2.30	Home Education	Rev. Nov. 2007
2.40	Event Protocols	Rev. May 2015
2.50	Whistle-Blower Protection	June 2020
2.50.AP	Whistle-Blower Protection	June 2020
3.	**ADMINISTRATION**	
3.00	Financial Management	Nov. 2019
3.00.AP	Financial Management	Feb. 2022
3.05	Transportation of Students	Rev. May 2008
3.10	Securing Money Collected by Schools	Rev. May 2008
3.15	Commercialism in Schools	Nov. 1975
3.16	Fundraising Activities in Schools	Rev. Feb. 1992
3.17	Charitable Donations	Rev. Apr. 2009
3.18	Charitable Organizations – Access to Schools	May 1988
3.20	Closure of Schools by Reason of Weather or Other Causes	Rev. June 1990
3.25	Emergency Ambulance Service	Rev. Feb. 2003
3.30	Traffic and Pedestrian Safety for Students	Feb. 1982
3.35	Emergency Preparedness	Feb. 2016
3.40	Reporting Fires, Attempted Arson, Vandalism, and Breaking and Entering	Feb. 1960
3.50	Liability for Damage to Automobiles in School Automotive Shops	Oct. 1979
3.65	Fees and Deposits	Rev. Nov. 2007
3.80	Purchasing of Goods and Services	Rev. Feb. 2009

APPENDIX B - BEFORE POLICY RESTRUCTURE

4.	**PERSONNEL**	
4.00	Collection, Management, Security of and Access to Information Records	Rev. Jan. 2016
4.05	Workplace Bullying and Harassment Prevention	Rev. Jan 2020
4.05.AP	Workplace Bullying and Harassment Prevention	Rev. Feb 2022
4.10	Access to Data on Staff and Students	May 1984
4.15	Healthy and Safe Environment	Apr. 1983
4.20	Worker's Compensation	Jan. 1963
4.32	Retirement Policy	Rev. May 2008
4.35	Retirement Gratuities for Teachers	Rev. Jan. 2016
4.40	Maternity/Parenthood Leave	June 1988
4.45	Employment of Uncertified Teaching Personnel	Rev. May 2008
4.46	Conflict of Interest	Rev. Sept. 2007
4.50	Administrative Staff: Performance of Evaluation	May 2018
5.	**STUDENTS**	
5.00	Promoting Student Health	Apr. 2011
5.05	Admission and Placement of Students into the Burnaby School System	Rev. Feb. 2016
5.08	Positive School Climate	Rev. Oct. 2017
5.09	Weapons	Rev. Jul. 1993
5.10	Violence, Threat and Intimidation	Rev. June 2019
5.11	Administration of Medication at School	Rev. Oct. 1997
5.12	Treatment of Head Lice in Schools	Rev. Feb. 2008
5.13	Anaphylaxis	Mar. 2000
5.14	Physical Restraint and Seclusion	June 2020
5.14.AP	Physical Restraint and Seclusion	June 2020
5.15	Student and Other School Records: Access Storage and Transfer	Rev. Jan. 2016
5.20	Reporting Suspected Cases of Child Abuse	Rev. May 2000
5.25	Personal Costs to Students	June 1978
5.31	Substance Abuse	Nov. 2001
5.40	Student Choice – Animal Dissection	Jan. 2011
5.32	Research in Schools	Rev. Sept. 2007
5.45	Sexual Orientation/Gender Identity	Rev. Nov. 2019
6.	**INSTRUCTION**	
6.05	School Calendars and Hours of Instruction	Rev. June 1990
6.10	Assessment of Students as Individuals	Rev. Jan. 1990
6.15	Assessment of Students as Members of a Group	Sept. 1980
6.20	Reporting to Parents	Oct. 1987
6.30	Grouping Students for Regular and Special Programs	Rev. June 1990
6.31	Alternative Delivery – Health and Career Education	June 2007
6.35	Program and School Consolidation	Mar. 1983
6.40	Multiculturalism and Race Relations	Mar. 1985
6.44	Portrayal of Violence	June 1990
6.45	Propagandist or Prejudicial Conduct	Nov. 1981
6.50	School Libraries	May 1982
6.55	Selection of Learning Resources	Sept. 1979

6.65	Physical and Healthy Education and Related Programs	Aug. 1978
7.	**FACILITIES**	
7.05	School Keys and Building Security	Sept. 1973
7.10	Smoke & Vape Free Environment	Rev. Jan 2020
7.15	Utilization of Space and Facilities	Sept. 1979
7.15.AP	Provision of Menstrual Products	Jan. 2020
7.15.AP-2	Electronic Vehicle Charging Stations	Feb. 2022
7.20	Snow Removal	Jan. 1973
7.25	Parking on School Side of Streets	Jan. 1967
7.30	Maintenance of Order	Rev. June 2017
7.35	Bylaw No. 3 (Trespass)	Feb. 1972
7.40	Fire Prevention	Apr. 1960
7.50	School Closure	Feb. 2006
7.55	Disposal of Real Property and Improvements	Feb. 2006
7.60	Childcare Programs in District Facilities	Apr. 2014
7.70	Environmental Sustainability	Mar. 2010
7.80	Surveillance	Rev. May 2018
7.90	District Technologies and Information Systems	Apr. 2014

* IP = Interim Policy

Updated February 2022

BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41

POLICY STATEMENTS & ADMINISTRATIVE PROCEDURES

INDEX – NUMERICAL ORDER

POLICIES

Policy Number	Title	Date Adopted/Revised
	MANDATE AND GOVERNANCE	
1	Foundational Statement	Rev. Nov. 2025
2	District Policy and Policy Development	Rev. Nov. 2024
3	Role of the Board	Rev. May 2025
4	Role of the Trustee	Sep. 2024
5	Trustee Code of Conduct	Rev. Jun. 2024
6	Delegation of Authority	Sep. 2024
7	Role of the Superintendent	Sep. 2024
8	Supporting Trustee Learning and Professional Development Opportunities	Rev. Nov. 2024
9	Appeal of Decisions Bylaw	Rev. Nov. 2024
10	Financial Management	Rev. Mar. 2025
11	Community Schools	Rev. Mar. 2025
12	Permanent School Closure	Rev. Mar. 2025
13	Child Care Programs in School District Facilities	Rev. Mar. 2025
14	Disposal or Lease of Real Property and Improvements	Rev. Mar. 2025
15	Trustee Accommodation	May 2025
16	Racial Equity	Rev. May 2025
17	Sexual Orientation, Gender Identity and Gender Expression	Rev. Mar. 2025
18	Physical Restraint and Seclusion	Rev. May 2025
19	Sanctuary Schools	May 2025
22	Public Interest Disclosure Policy	Jun. 2024
25	Burnaby School District Privacy Policy	Jun. 2024

ADMINISTRATIVE PROCEDURES

AP Number	Title	Date Adopted/Revised
	ADMINISTRATION	
100	Development and Review of Administrative Procedures	Mar. 2025
101	Financial Management	Feb. 2022
102	School Fees	Rev. Jun. 2025
103	Fundraising Activities in Schools	Rev. Jun. 2025
104	Charitable Donations	Rev. Jun. 2025
105	Response to Unexpected Health Emergencies	Nov. 2025
3.05	Transportation of Students	Rev. May 2008
3.10	Securing Money Collected by Schools	Rev. May 2008
3.15	Commercialism in Schools	Nov. 1975
3.18	Charitable Organizations – Access to Schools	May 1988

APPENDIX C - AFTER POLICY RESTRUCTURE

3.20	Closure of Schools by Reason of Weather or Other Causes	Rev. Nov. 2011
3.30	Traffic and Pedestrian Safety for Students	Feb. 1982
3.35	Emergency Preparedness	Rev. Feb. 2016
3.80	Purchasing of Goods and Services	Jan. 2007
	COMMUNITY	
200	Whistle-Blower Protection	Rev. Jun. 2024
200	Whistle-Blower Protection – Appendix 1	Rev. Jun. 2024
2.10	Parent/Student Committees	Rev. Apr. 2021
2.11	School Planning Councils	Rev. Apr. 2021
2.15	Volunteers in District Schools	Rev. Apr. 2021
2.20	Community Use of Schools: Serving and Consumption of Alcoholic Beverages	Rev. Apr. 2021
2.25	District Parents' Advisory Council	Rev. Apr. 2021
2.40	Event Protocols	Rev. Nov. 2021
	PERSONNEL	
300	Recruitment, Selection, and Transfer of Personnel	Mar. 2025
301	Privacy Breach Management Procedure	Jun. 2024
302	Privacy Management Program	Jun. 2024
303	Workplace Bullying and Harassment Prevention	Rev. Jun. 2022
4.15	Healthy and Safe Environment	Apr. 1983
4.17	Biohazards, Including Bloodborne Pathogens	Jan. 2011
4.20	Worker's Compensation	Jan. 1963
4.32	Retirement Policy	Rev. May 2008
4.35	Retirement Gratuities for Teachers	Rev. Jan. 2016
4.40	Birthing/Parental/Adoption/Parenthood Leave	Jun. 1988
4.45	Employment of Uncertified Teaching Personnel	Rev. May 2008
4.46	Conflict of Interest	Rev. Sep. 2007
4.50	Administrative Staff: Evaluation of Performance	Rev. Jan. 2023
	INSTRUCTION	
400	Selection of Learning Resources	Rev. Mar. 2025
401	Field Experiences	Rev. Apr. 2025
402	Physical Restraint and Seclusion	Rev. Mar. 2025
403	Sexual Orientation, Gender Identity and Gender Expression	Mar. 2025
404	Weapons	Rev. Mar. 2025
405	Violence, Threat and Intimidation	Rev. Jun. 2025
406	Student Suspension & District Student Intervention Committee	Jun. 2025
407	Reporting Suspected Cases of Child Abuse and Neglect	Rev. Jun. 2025
408	Administration of Medication at School	Rev. Jun. 2025
409	Anaphylaxis	Rev. Jun. 2025
410	Alternative Delivery in the Physical Health & Education Curriculum	Rev. Jun. 2025
411	Assessment of Students & Reporting of Student Achievement	Rev. Jun. 2025
412	Admission and Placement of Students in the Burnaby School District	Rev. Nov. 2025
5.00	Promoting Student Health	Nov. 2011
5.08	Positive School and Work Climate	Rev. Oct. 2017

APPENDIX C - AFTER POLICY RESTRUCTURE

5.12	Treatment of Head Lice in Schools	Rev. Feb. 2008
5.15	Student and Other School Records: Access Storage and Transfer	Rev. Nov. 2011
5.32	Research in Schools	Rev. Sep. 2007
5.40	Student Choice – Animal Dissection	Jan. 2011
6.05	School Calendars and Hours of Instruction	Rev. Apr. 2014
6.30	Grouping Students for Regular and Special Programs	Rev. May 2010
6.35	Program and School Consolidation	Mar. 1983
6.45	Propagandist or Prejudicial Conduct	Nov. 1981
6.50	School Libraries	May 1982
6.65	Physical and Healthy Education and Related Programs	Rev. Apr. 2011
	FACILITIES	
500	Naming or Remaining of District Facilities	Mar. 2025
501	Provision of Menstrual Products	Jan. 2020
502	Electric Vehicle Charging Stations	Feb. 2022
503	Snow Removal	Rev. Jun. 2025
504	Smoke & Vape Free Environment	Rev. Jun. 2025
7.15	Utilization of Space and Facilities	Sep. 1979
7.30	Maintenance of Order	Rev. Jun. 2017
7.70	Environmental Sustainability	Mar. 2010
7.80	Surveillance	Rev. May 2018
7.90	District Technologies and Information Systems	Apr. 2014

* IP = Interim Policy

Rev. Nov 27, 2025

Policy Review for Boards of Education

BOARD POLICY REVIEW ADVISORY COMMITTEE

Purpose and Scope

Motions are how the Board speaks and directs Operations. Under section 65 of the *School Act*, trustees act collectively through bylaws, policies and motions. Individual trustees contribute to discussion, but direction becomes actionable only when the Board adopts a motion.

Developing and voting on motions combines clear process with individual participation. Planning, trustee perspectives, discussion and collective action shape the outcome. Established procedures and thoughtful preparation support sound decisions, while recognizing the human work of resolving issues together.

Robert's Rules of Order and the Board's Procedural Bylaw provide structure. Thoughtful communication, patience and professional respect matter equally. Procedures should guide fair participation and orderly decisions, not be used as blunt instruments to gain control. The Chair must enforce them when decorum is not maintained.

This guide outlines the principal mechanics and best practices of motions and voting. It should be read alongside the *School Act*, the Board's Procedural Bylaw and Robert's Rules of Order.

Plan Before the Meeting

There should be no surprises at the Board table. A trustee proposing a motion should advise the Board Chair before the meeting and provide the wording, purpose, reasoning and supporting information. Whenever possible, the item should appear on the agenda with enough background for informed consideration.

Matters that would benefit from committee review should be referred there first. Not every proposal needs a formal motion. Some can be addressed through information and conversation. The Chair, Secretary Treasurer and Superintendent can help determine the best route.

Crafting a Motion

A motion should be clear, concise and actionable. It should state the decision requested and any essential context, whether prepared before the meeting or drafted during discussion.

Make the action unmistakable. Name who will act, what they will do, when it is due and any financial or reporting limit.

- Direction to staff: That the Board direct the Superintendent to prepare a report on student transportation options and present it at the November 2026 public Board meeting.
- Funding: That the Board authorize up to $75,000 from the Local Capital Reserve for the replacement of the school heating system.
- Referral: That the Board refer the proposed trustee professional development guidelines to the Governance Committee for review and recommendation.

Vague: "That the Board look into transportation concerns." **Clear:** "That the Board direct the Staff to report on transportation concerns, options and financial implications at the November 2026 public Board meeting."

Seconding Motions

A motion put forward by the Chair or another trustee must be seconded before discussion begins. A seconder confirms that at least two trustees consider the motion worthy of discussion.

Relevant truths: Seconding only indicates that the person agrees that the motion should be discussed, and not that they support it.
The mover of a motion stops owning it once debate on it begins. From then on, the group owns it, and the mover no longer has the right to unilaterally withdraw or amend the motion (which can be done by the group collectively).

Amendments

Once a motion has been moved and seconded, a trustee may propose an amendment. The amendment must also be seconded, and discussion then shifts from the original motion to the amendment.

An amendment must be relevant to the original motion and the agenda item. The Board votes first on the amendment, then on the motion as amended. If the amendment is defeated, discussion returns to the original motion.

Discussion and Decorum

Every trustee should have a fair opportunity to speak. Discussion should be concise, relevant and directed to the agenda item, not to anyone's motives or character.

The Chair can use an informal approach while discussion remains orderly, and a speakers list or limits when it becomes repetitive, personal or disorderly.

Formal rules must be applied consistently. The Chair keeps debate on topic, protects fair participation and maintains decorum.

Calling the Question

Once trustees have had a fair opportunity to speak, relevant staff input has been considered and the matter is sufficiently understood, the Chair may ask whether the Board is ready to vote. With general agreement, the Chair puts the question. Most of the time this is seamless and the Chair has recognized that the discussion has naturally run its course.

If a trustee wishes to continue, the Chair may ask what new information or perspective remains. If further discussion is unlikely to add substance, a trustee may move to close debate, subject to the Procedural Bylaw and applicable rules. The Board then decides collectively.

Length alone is not a reason to close debate. The test is whether trustees have had a fair opportunity to contribute and whether further discussion will add useful information rather than repeat established positions.

Relevant truths: The decision to end debate is made by the group, collectively, and not unilaterally by the Chair or any one member. If a motion to end debate is made formally, it may not interrupt a person who is speaking, and its mover has no special priority in the speakers' lineup.

Voting

After debate, the Chair restates the motion and calls the vote. Trustees vote in favour, against or abstain where the Procedural Bylaw permits. Trustees are elected to deliberate and vote, so when more information is needed, clarification, postponement or referral is generally preferable to abstention. The Chair should apply the Procedural Bylaw consistently, announce the result and ensure it is recorded accurately. Unless legislation or the Procedural Bylaw provides otherwise, a motion is decided by a majority of votes cast, and a tied vote is defeated.

What an Abstention Means

The *School Act* requires each Board to establish meeting procedures but does not prescribe the effect of an abstention on an ordinary motion. In the absence of clarity in the Procedural Bylaw regarding abstention, the common law applies. Under the common law, a trustee who is present, eligible to vote and does not indicate a vote is treated as having voted in the affirmative. This approach is reflected in both section 123 of the *Community Charter* and section 207 of the *Local Government Act* and was discussed by the British Columbia Supreme Court in *Harwood Industries Ltd. v. District of Surrey*, 1992 CanLII 2339 (BC SC). This emphasis on voting reflects the principle that trustees are elected to consider and vote on the issues brought before them, rather than avoiding that responsibility by abstaining, and that by not voting, they acquiesce in the decision of those who do.

The Board may adopt a different rule in its Procedural Bylaw, provided it is consistent with the *School Act*. It could provide that a trustee who is present and eligible to vote but abstains remains counted for quorum, while the abstention is not counted for or against the motion. Alternatively, it could provide that a failure to vote is counted as an affirmative vote. It can also dictate whether a trustee must declare prior to the vote being taken that they will be abstaining. Senior staff and trustees should all be aware of and review their local procedural bylaws. It is strongly recommended that these bylaws explicitly define the process and the effect of abstaining on a vote so as to remove any uncertainty. For these purposes, eligible to vote means not in conflict of interest or otherwise legally unable to vote. Therefore, the above discussion is only speaking to the situation of an abstention where the trustee elects not to vote, rather than where the trustee is legally unable to do so.

Relevant truths: If a member opposes a motion, he or she should state that during the debate. Others must listen to the discussion with open minds and never lock into a position until debate ends. This process should prevent post meeting dysfunctions.

Quorum

Section 66 of the *School Act* defines quorum as a majority of trustees holding office. Without quorum, the Board cannot transact business. Section 67 requires the Board to establish and publish its meeting procedures.

Conclusion

Sound meetings depend on clear motions, fair discussion, informed voting and accurate records. Consistent procedures allow trustees to consider different perspectives while preserving the Board's collective authority and accountability. Decisions should provide clear direction, remain grounded in the legislated responsibilities of sound fiscal management and student achievement.

Relevant Realities

Relevant truths: A Board is not a social club. It is a group of judicious persons who are entrusted to provide solid governance to an entity.

Relevant truths: Motions must never be adopted due to a manipulative use of meeting rules but only based on the proposal's strength.

Relevant truths: Engaging in "micromanagement" can create a toxic work environment and cause stress and possibly staff departures.

Legislative and Policy

This is a practical governance guide, not legal advice. Trustees should apply the **School Act**, *the Board's Procedural Bylaw and policies, and current legal advice to each matter. The Relevant Truths are from Eli Mina's paper* **Myths about Rules of Order**.