

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE

Report to Board Meeting of September 18, 2024

Committee Members:	Trustee VanWell, Chair Trustee Elder Trustee McMurphy
Staff Support:	Dave Eberwein, Superintendent of Schools Jason Reid, Secretary Treasurer
Partner Representatives:	Don Peterson, STA Candice Whitney, CUPE - regrets Meaghan O'Brien, SAA COPACS - regrets
Other Attendees:	Chair Dunford, Vice Chair Silzer, Trustee Hickman & Trustee Vandall

Committee Meeting

Tuesday, September 10, 2024

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

1. Policy 9 (Board Operations) – Section 7 – Procedures for Delegations to Board

Motion:

The Committee recommends and I, Trustee VanWell move,

1. That the Board confirm its consideration of the proposed amendments to Policy 9 (Board Operations).
2. In accordance with Policy 6 (Policy Making & Review), if the Board confirms its consideration of the proposed amendments, the Policy Committee Chair will provide Notice of Motion that at the November 27, 2024 public meeting of the Board of Education, the Policy Committee Chair will move the following motion: That amendments to 9 (Board Operations) be approved.

2. **ITEMS FOR RECOMMENDATION**

No Items.

3. **ITEMS FOR INFORMATION**

No Items.

4. **FUTURE AGENDA ITEMS**

- Policy Review – November 2024

To: Board of Education

Prepared By: Jason Reid

Subject: Policy Committee Recommendation

Date: September 11, 2024

Purpose

The purpose of this briefing note is to report the recommendations of the Policy Committee following the committee's review of staff recommendations for amendments to Policy 9 (Board Operations).

Policy Committee Review of Policy 9 (Board Operations)

Following review of staff recommendations at the September 10, 2024 Policy Committee meeting, the Committee approved revised amendments to Policy 9 (Board Operations) for Board consideration. These revised amendments are attached to this briefing note.

While documenting the committee amendments, I noted that the Trustee remuneration figures documented in Policy 9 actually reflect the remuneration rates as of July 1, 2023 (not as of November 5, 2018 as stated in the policy). This discrepancy would be addressed through implementation of the proposed policy amendments.

Committee Recommendation

That the Board confirm its consideration of the proposed amendments to Policy 9 (Board Operations).

With Respect,



Jason Reid
Secretary Treasurer

JR/klg

Attachments: Policy Committee Proposed Amendments to Policy 9 (Board Operations)

Attachment– Policy Committee Proposed Amendments to Policy 9 (Board Operations)

POLICY 9 - BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when the BC Freedom of Information and Protection of Privacy Act (FOIPPA) legislation requires, or when the Board determines, that public interest is best served by private discussion of specific issues in "in-camera" sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, or special meetings.

The Board of Education for the school district is comprised by legislation of a total of seven (7) trustees elected from the following trustee electoral areas:

- Two (2) trustees from Central Saanich
- Two (2) trustees from Saanich
- Two (2) trustees from North Saanich
- One (1) trustee from Town of Sidney

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Inaugural and subsequent annual meetings of the Board

Attachment– Policy Committee Proposed Amendments to Policy 9 (Board Operations)

- 1.1 The first or Inaugural meeting of the Board of Education in the year of trustee elections shall be held at 7:00pm on the first Monday after November 1st, in the Board Room of the administration building and shall be in accordance with Sections 45, 46, 49, 50, 51, 52, 53 and 54 of the School Act.
- 1.2 The Secretary Treasurer of the Board, or in their absence, the acting Secretary Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair shall have been elected. Upon calling the Inaugural meeting to order the Secretary Treasurer shall proceed to read the returns of elections to the Board as certified by the returning officer and shall report that the necessary oaths and declarations have been completed in accordance with Section 50 of the School Act.
- 1.3 During the years in which there is not a trustee election an annual meeting shall be held at 7:00pm on the first Monday in November in the Board Room of the administrative building.
- 1.4 The Secretary Treasurer shall conduct the election of a Chair for the ensuing year. Nominations shall be made and a vote upon the persons nominated, if more than one, shall forthwith be taken by secret ballot. The person who receives the majority of votes of the trustees present shall be declared elected. If upon the first ballot no person receives a majority of votes, successive ballots will be taken until one of the persons nominated shall receive a majority. A majority of the Board may elect a new Chair or Vice-Chair at any time in accordance with Section 87.4 of the School Act.
- 1.5 The Secretary Treasurer shall then declare such person as the Chair of the Board for the ensuing year or portion thereof. ~~and shall vacate the Chair.~~
- 1.6 The Chair shall then forthwith call for nominations for Vice-Chair for the ensuing year or portion thereof, and shall conduct such proceedings in the same manner as enumerated in paragraph 1.4 above.

2. Regular Meetings

- 2.1 Each regular and special meeting of the Board shall ordinarily adjourn at 11:00pm unless it is decided by a two-thirds majority of the trustees present to continue such meeting.
- 2.2 A quorum shall be a majority of those trustees holding office.

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- 2.3 Unless there be a quorum present within one-half hour after the appointed time, the meeting shall stand adjourned.
- 2.4 The Secretary Treasurer shall ensure that each trustee receives a notice of meeting together with the agenda at least three days prior to the regular Board meeting date. Such agenda shall state all business to be transacted or considered thereat, and no other business shall be considered unless members of the Board agree by majority.
- 2.5 The time and dates for meetings for the ensuing year will be determined by the Board after consultation with the executive.
- 2.6 As soon after the hour of meeting as there shall be a quorum present the Chair shall preside and call the meeting to order.
- 2.7 In case the Chair is not present within fifteen minutes after the appointed time, the Vice-Chair shall preside, call the meeting to order, and continue until the arrival of the Chair.
- 2.8 Immediately after the meeting has been called to order the minutes of the preceding meeting or meetings shall be adopted as circulated, or corrected if necessary. Subsequently they shall be certified as correct by the Secretary Treasurer and signed by the Chair or Vice-Chair as the case may be.
- 2.9 The Chair shall preserve order and decorum, and decide questions of order, subject to an appeal to the Board, and in the absence of the Chair, the Vice-Chair shall have the same authority while presiding as the Chair would have, if present.
- 2.10 Whenever the Chair is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Chair shall cite the rule or authority applicable to the case.
- 2.11 The Chair shall have the same right of voting as the other members of the Board.
- 2.12 All questions shall be decided by a majority of votes but in the case of an equality of votes for and against the motion, the question is resolved in the negative and the Chair shall so declare.
- 2.13 In the absence of the Chair and the Vice-Chair from any meeting of the Board, the trustees present shall elect one of their number to act as Chair.
- 2.14 Should the Chair decide to vacate the position of the Chair for any purpose, they shall call upon the Vice-Chair to assume the responsibility in the interim.

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- 2.15 Each trustee, prior to speaking on any question or motion, shall address themselves to the Chair.
- 2.16 When two or more trustees desire to speak at the same time, the Chair shall name the trustee who shall speak first.
- 2.17 When the Chair is putting the question, or when a member is speaking, no trustee shall interrupt except to raise a point of order, or for the purpose of explanation.
- 2.18 A trustee called to order by the Chair shall immediately cease speaking but may afterwards explain; if there is no appeal, the decision of the Chair shall be final.
- 2.19 Each member of the Board shall confine themselves to the question under debate.
- 2.20 Any trustee may require the question or motion under discussion to be read at any time during the debate but not in such a manner as to interrupt a member while speaking.
- 2.21 No trustee shall speak more than twice on the same question and not more than two (2) minutes each time unless the Chair determines the need to do otherwise or the Board moves for informal consideration of the question as per Robert's Rules of Order. The Chair may permit members of staff and partner groups to speak on the question as they consider appropriate in the circumstances.
- 2.22 The Chair shall declare the result of all votes, and in the case of a trustee wishing to be recorded as opposed it shall be so recorded in the minutes provided that such trustee states his/her wishes at the time that the vote is taken.
- 2.23 No person officially taking part in the Board meeting shall leave the Board room during a meeting without permission of the Chair.
- 2.24 All petitions, communications, accounts and reports within the jurisdiction of a standing committee may, on presentation to the Board, be referred to the proper committee or official by the Chair without motion.
- 2.25 A notice of motion shall be required to amend or suspend any standing order, policy, bylaw or rule of the Board. Such notice of motion may be submitted to any regular or special meeting of the Board for information and shall be voted upon at a subsequent regular meeting.

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2.26 All meetings of the Board shall be, unless otherwise herein prescribed, governed by Robert's Rules of Order, except when these rules are in conflict with the School Act or Regulations.

2.27 Order of Business

The Secretary Treasurer in conjunction with the Superintendent of Schools and after consultation with the Chair of the Board shall prepare a proposed agenda for each regular meeting of the Board as follows:

2.27.1 Call to Order and Welcome

2.27.2 Adoption of the Agenda

2.27.3 Adoption of minutes of the last regular or special meeting or meetings

2.27.4 Business arising out of the minutes

- Presentations (pre-booked and for Board receipt)
- Delegations (pre-booked and for possible Board deliberation)
- Questions (from partner groups and members of the public)

2.27.5 Report from the Chair

2.27.6 Report from the Superintendent of Schools

2.27.7 School Successes

2.27.8 Committee Reports

1. Education Directions
2. Finance, Facilities & Technology
3. Human Resources
4. Policy

2.27.9 Reports from Trustee Representatives

2.27.10 Correspondence

2.27.11 Question Period (from partner groups and members of the public)

2.27.12 Other business as admitted

2.27.13 For Information

2.27.14 Adjournment

3 In-Camera Board Meetings

3.1 If in the opinion of the Board or a standing committee of the Board, the public interest so requires, the Board or the standing committee shall adopt the

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procedure of moving into an "In-camera" session pursuant to section 69(2) of the School Act.

3.2 The order of business at all In-Camera sessions, unless varied by motion, shall be as follows:

- 3.2.1 Adoption of Agenda
 - Consideration of Late Items
 - Adoption of Agenda
- 3.2.2 Adoption of In-Camera Minutes
- 3.2.3 Business Arising out of the Minutes
- 3.2.4 Report from Board Chair
- 3.2.5 Report from Superintendent of Schools
- 3.2.6 Presentations
- 3.2.7 Committee Reports
 - Education Directions
 - Finance, Facilities & Technology
 - Human Resources
 - Policy
- 3.2.8 Reports from Trustee Representatives
- 3.2.9 Correspondence
- 3.2.10 Question Period
- 3.2.11 Other Business as Submitted
- 3.2.12 For Information
- 3.2.13 Motion to Rise and Report

4 Special Meetings

4.1 Special meetings of the Board may be called by the Chair at any time. Any trustee may request a special meeting, such request to be made to the Secretary Treasurer and shall include the names of three other trustees who have agreed to the need for such a special meeting. Prior to a special meeting being called, all trustees must be notified of the meeting and its purpose.

Robert's Rules clarifies that written notice includes electronic communication such as email.

5 Minutes

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- 5.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 5.2 The minutes shall record:
 - 5.2.1 Date, time and place of meeting;
 - 5.2.2 Type of meeting (inaugural, regular, in-camera or special);
 - 5.2.3 Name of presiding officer;
 - 5.2.4 Names of those trustees and administration in attendance;
 - 5.2.5 Approval of preceding minutes;
 - 5.2.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;
 - 5.2.7 Points of order;
 - 5.2.8 Appointments;
 - 5.2.9 Notices of motion;
 - 5.2.10 Recommended motions proposed by Committees; and,
 - 5.2.11 Trustee conflict of interest declaration pursuant to Section 58 of the School Act.
- 5.3 The minutes shall:
 - 5.3.1 Be prepared as directed by the Secretary Treasurer;
 - 5.3.2 Be considered an unofficial record of proceedings until such time as adopted by the Board; and
 - 5.3.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board’s business.
- 5.4 The Secretary Treasurer shall ensure that appropriate signatures are affixed to the concluding page of the minutes.
- 5.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 5.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as practicable following approval. The Superintendent is responsible to post the approved minutes.
- 5.7 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

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- 6.1 All motions shall be in writing, if so required by the Chair.
 - 6.2 Any motion to be operative shall require a seconder before any debate is permitted.
 - 6.3 A motion having been made and seconded, shall be deemed to be in possession of the Board.
 - 6.4 While a question is under debate no motion shall be received unless to refer it, to amend it, to table it, to postpone it definitely or indefinitely, to adjourn, to consider the question informally, or to move the previous question.
 - 6.5 The previous question, until it is decided, shall preclude all amendments of the main question and shall be put without debate in the following words, "That this question be now put"; if this question be resolved in the affirmative, the original question shall be put forthwith, without any amendment or debate but if the previous question is resolved in the negative, the main question may be debated and amended.
 - 6.6 Amendments shall be put in the reverse order to that in which they are moved, and shall be decided or withdrawn before the main question is put to the vote. Only one amendment shall be allowed to an amendment and any amendment more than once must be on the main question.
 - 6.7 When the question under consideration contains distinct propositions, upon the request of any member of the Board, the vote upon each proposition shall be taken separately.
 - 6.8 After the question is finally put by the Chair, no trustee shall speak to the question nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Chair as to whether the question has finally been put shall be conclusive.
 - 6.9 Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Board, they shall apprise the trustees thereof immediately, and shall cite the rule or authority applicable to the case without any argument or comment.
 - 6.10 Whenever any matter of privilege or order arises, it shall immediately be taken into consideration.
- 7 ~~Procedures for Delegations to Board~~ Public Participation
- 7.1 The Board welcomes and provides for a variety of forms of public participation by members of the community. Meaningful public participation

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is foundational to the democratic process by informing the Board about matters of interest to the community. Public participation at regular Board meetings may be through presentations by individuals or delegations, through formal question periods or in the form of written correspondence.

7.1.7.2 An individual or delegation wishing to ~~appear~~ present at a regular Board meeting must submit a request in writing to the Secretary Treasurer a request in writing stating the matters they wish to bring before the trustees Board, and including any materials to be presented to the Board. If the presentation is being made by a delegation, the request must include ~~and, if a brief is to be presented, a copy of the brief and~~ the name of the spokesperson for the delegation.

7.3 For a presentation or correspondence to be included on the agenda of a regular Board meeting, the request to make the presentation or the correspondence ~~If the request is to appear before the Board, the request and all supporting material~~ must be received by the Secretary Treasurer (preferably electronically), prior to 16:30 hours on the Wednesday in the week before the Board meeting.

7.4 Correspondence will be placed on the closed (in camera) meeting agenda when it relates to matters that must be dealt with in a closed (in camera) meeting, or when it is anticipated to harm staff of students.

7.5 Approving a request to present at a regular Board meeting will be at the discretion of the Chair at the board agenda setting meeting prior to the board meeting. A request to present at a regular Board meeting may be denied if the presentation:

7.5.1 is anticipated to harm staff or students;

7.5.2 relates to matters that must be dealt with in a closed (in camera) meeting;

7.5.3 relates to a matter that should be dealt with through other structures as defined in legislation, Board policy, or agreement; or

~~7.1.7.5.4~~ 7.5.4 relates to a matter that has been presented to the Board already by the same individual(s) or delegation in the past year.

7.6 The Chair will report in the closed (in camera) meeting through the Chair's report the reasons for any presentation requests that have not been approved.

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~~7.27.7~~ ~~If a delegation appears before the Board, the~~ The following procedures will be followed apply to presentations to the Board:

7.7.1 The time allotted for the ~~delegation's~~ presentation will normally be ~~five-ten (10)~~ minutes;

7.7.2 The number of presentations will be limited to four (4) at each regular Board meeting.

~~7.2.17.7.3~~ 7.7.3 Board members may direct questions for clarification through the Chair to the spokesperson ~~for the delegation;~~ however, the matter will not be debated;

~~7.2.27.7.4~~ 7.7.4 Normally, the matter will not be considered by the Board at the meeting at which the ~~delegation appears~~ presentation is made.

7.7.5 The Chair of the Board may waive the notice requirement and permit a ~~delegation to appear~~ presentation before ~~the~~ a Board ~~meeting~~ if the Chair of the Board considers the matter to be an emergent item.

7.8 Question Period is not to be used as a political forum, or for furthering presentations, or to deal with matters that should properly be dealt with through other channels. Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District staff will not be recognized.

8 Audio/Video Recording Devices

8.1 The Board requires that anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chair. This shall be communicated by the Board Chair at the beginning of the Regular or Special Meeting.

9 Trustee Disqualification from Office to Due Absences

9.1 Section 52.2 of the School Act provides the authority to disqualify a Trustee from office should the Trustee be continuously absent from Board meetings for a period of three consecutive months unless those absences are due to illness or with the leave of the Board.

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- 9.2 The decision to disqualify a Trustee will be in accordance with the School Act as well as Policy 9.9.
 - 9.3 For the purposes of Policy 9.9, Board meetings shall be defined as regularly scheduled public Board meetings in the Board’s annual calendar, as approved by the Board.
 - 9.4 Consecutive months of absence shall consider only those months in which the Board has a regularly scheduled Board meeting. Consecutive months of absence may include month(s) from the previous school year and the current school year.
 - 9.5 A Trustee who is unable to attend a Board meeting should provide advance notice to the Chair of the Board or the Secretary-Treasurer when possible.
- 10 Trustee Participation in Meetings through Virtual Means
- 10.1 Trustees should prioritize in-person attendance at Board meetings, but may attend through virtual means if required for extenuating circumstances such as illness, travel, child care responsibilities, or other circumstances that require Trustee attendance in another location.
 - 10.2 Trustees may participate in a meeting of the Board through virtual means provided the technological capability is available for both audio and visual communication with the rest of the Board and must ensure that their location provides for privacy should there be a need for confidentiality.
 - 10.3 In keeping with the provisions of Policy 9.10.2, the Board Chair may refuse to allow a Trustee to participate through virtual means.
 - 10.4 Trustees participating in a meeting of the Board through virtual means are deemed to be present at the meeting and form part of the quorum.
 - 10.5 Notwithstanding the requirements of these procedures, a Trustee may attend more than three (3) consecutive Regular meetings of the Board through virtual means without being authorized by resolution of the Board to do so.
- 11 Trustee Remuneration

In accordance with the School Act a Board may authorize the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

- 11.1 The Board authorizes that the Chair, Vice-Chair and other Trustees be paid Trustee remuneration. These remunerations, effective July 1, 2024 are as follows:

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Chair - \$22,855

Vice-Chair - \$20,980

Trustee - \$19,522

~~effective November 5, 2018, as follows~~

~~Chair – \$22,197~~

~~Vice-Chair – \$20,375~~

~~Trustees – \$18,960~~

These remunerations will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.

12 Trustee Expense Reimbursement

Travel and related expenses incurred by Trustees and district personnel will be reimbursed as follows:

12.1 Per Diem:

The per diem allowance shall be the same as used by the BC School Trustees' Association (BCSTA).

These allowances will be paid in US Funds when incurred in the United States.

12.2 International Travel:

Travel to international locations may result in costs that are higher than established per diem amounts for Canadian travel. All reasonable business travel costs will be reimbursed.

For the purposes of this policy, travel to international locations is defined as travel outside of Canada and the United States.

12.3 Lodging:

When selecting lodging, district personnel will consult and use either BC Government approved accommodation or accommodation at an equivalent or lower cost unless there are extenuating circumstances approved by a supervisor. All overnight accommodation on Board business is to be charged directly to School District No. 63 if possible, less any personal calls or items charged. Should it be necessary for the claimant to pay for lodging, a receipt is required to support reimbursement.

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12.4 Mileage Rates:

Trustees and district personnel will be reimbursed at the current rate. The maximum amount claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

12.5 Reimbursement Rates:

Reimbursement rate will be consistent with the rate set out in the teachers' collective agreement.

12.6 Travel Costs:

Whenever possible travel arrangements should be made through and billed directly to the Board Office and should be booked in advance so as to take advantage of any fare reductions that are available. Arrangements should be structured such that any benefits that accrue from group bookings (for example, loyalty points or free travel benefits) go to the Board.

12.7 BC Government corporate supply arrangements open to school districts (for example for rental cars) should be used where economical.

Should the claimant pay transportation costs, the amount paid may be claimed provided receipts or tickets are attached to the claim form.

12.8 Incidental Expenses:

Parking, taxi fares, telephone calls, ferry fares, etc., will be paid for by the Board when those expenses are necessary for Board business and when supported receipts. Expenses under \$5.00 will be reimbursed provided a short description of items is included on the claim form.

12.9 Travel Advances:

A travel advance, in an amount not exceeding the estimated expenses to be incurred, may be made on request. To clear the outstanding advance, the claim form together with applicable receipts is to be forwarded to the Board Office for processing within seven days of the completion of the business or journey.

12.10 Trustee Expenses:

Trustees are understood to incur Board-related expenses related to holding office, which are reimbursed by the remuneration paid to each trustee. Those Board-related expenses include mileage to and from regularly scheduled Board and Committee meetings and general expenses such as the portion of residential or cellular phones, internet costs and computer costs related to Board business. Additionally, trustees may claim reimbursement for one

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printer cartridge per year and additional vehicle insurance costs for business use of an automobile. Cell phone costs may be claimed by the Chair and Vice-Chair of the Board.

13 Conflict of Interest

- 13.1 The Board of Education (the “Board”) directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.
- 13.2 If a trustee has any pecuniary interest in any matter, or a deemed pecuniary interest as defined in Part V of the School Act, and is present at a meeting of the Board at which the matter is considered, the trustee:
 - 13.2.1 Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest;
 - 13.2.2 Shall not take part in the discussion of or vote on any question in respect of the matter; and
 - 13.2.3 Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 13.3 If the meeting is not open to the public, in addition to complying with the above the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 13.4 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

14 Logo and District Names

- 14.1 The Logo and Design Use
Description
The logo is the property of the Saanich School District and shall only be used by internal and external organizations with prior approval of the

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Superintendent.



- 14.2 Legal Name: Board of Education of School District No. 63 (Saanich)
- 14.3 District Names: Saanich School District or Saanich Schools

To: Policy Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Policy 9 - Delegations

Date: September 4, 2024

Purpose

The purpose of this briefing note is to present proposed amendments to Policy 9 (specifically the Procedures for Delegations to the Board), which were informed by committee member discussion at the June 11, 2024 Policy Committee meeting. For reference, the briefing materials reviewed by the committee in June 2024 are included as attachment 1.

Proposed Amendments Reflecting Committee Feedback

The proposed amendments to policy 9 (as discussed below) are included as attachment 2 to this briefing note.

There were 10 options proposed by staff (see June 2024 briefing note) that were discussed by committee members. In addition to the options presented, committee members also requested the following amendments:

- Use of the heading “*Public Participation*” instead of “*Procedures for Delegations to the Board*”. This change reflects that public participation is broader than delegations and is inclusive of questions, correspondence, and presenters not representing a delegation.
- Include wording expressing that the Board welcomes public participation and values its importance to the democratic process. The following addition is included as a proposed policy amendment (see paragraph 7.1):

“The Board welcomes and provides for a variety of forms of public participation by members of the community. Meaningful public participation is foundational to the democratic process by informing the Board about matters of interest to the community. Public participation at regular Board meetings may be through presentations by individuals or delegations, through formal question periods or in the form of written correspondence.”

Regarding the process for approving delegations, the committee preferred option 1 over option 2. Option 1 provides more discretion to the Board Chair, whereas option 2 provided for refusing a presentation *only* in extraordinary circumstances where the presentation is anticipated to harm staff or students. While option 1 was favoured, the committee also wanted to add clear guidance regarding the circumstances where a presentation may be denied through incorporating the considerations reflected in options 3, 4 and 5. Reflecting this feedback, the following addition is included as a proposed policy amendment (see paragraph 7.4):

“Approving an application request to present at a regular Board meeting will be at the discretion of the Chair and will be reviewed at the Board agenda setting meeting prior to the Board meeting. An application to present at a regular Board meeting may be denied if the presentation:

- *is anticipated to harm staff or students;*
- *relates to matters that must be dealt with in a closed (in camera) meeting;*
- *relates to a matter that should be dealt with through other structures as defined in legislation, Board policy, or agreement; and,*
- *relates to a matter that has been presented to the Board already by the same individual(s) or delegation in the past year.”*

While not discussed last June (and so not reflected in the proposed amendments), the committee could also consider if an approval process should apply for Board correspondence, particularly if correspondence is anticipated to harm staff or students. When correspondence relates to an in-camera matter the practice is to include on the in-camera agenda, which could also be clarified in policy.

The following options presented last June were also supported by the committee:

- Option 6 (question period purpose) – included as a proposed policy amendment (see paragraph 7.6)
- Option 7 (limitation on number of presentation) - included as proposed policy amendment, but modified to a maximum of 4 presentations (in June a maximum of 2 was proposed) (see clause 7.5.2)
- Option 8 (increase time limit for presentation to 10 minutes) - included as proposed policy amendment (see clause 7.5.1)

Option 9 (limiting question period to 15 minutes) and Option 10 (limiting questions to one per person) are not included in the proposed policy amendments, as committee members were not supportive of limiting either the time allotted for questions or the number of questions permitted.

A number of other smaller proposed policy amendments are reflected in attachment 2 to align the existing language with the proposed amendments, including to broaden the scope of existing language beyond delegations.

Staff Recommendations

1. That the Committee recommend that the Board confirm its consideration of the proposed amendments to Policy 9 (Board Operations).

2. In accordance with Policy 6 (Policy Making and Review), if the Board confirms the consideration of the proposed amendments, the Policy Committee Chair will provide notice of motion that at the November 27, 2024 public meeting of the Board of Education, the Policy Committee Chair will move the following motion: That amendments to 9 (Board Operations) be approved.

With Respect,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

JR/klg

Attachments: Briefing Note: Policy 9 - Delegations (June 3, 2024)
Proposed Amendments to Policy 9

To: Policy Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Policy 9 - Delegations

Date: June 3, 2024

Purpose and Background

The purpose of this briefing note is to present options for policy amendments to the “Procedures for Delegations to Board” in section 7 of Policy 9 (Board Operations).

At the March 5, 2024 Policy Committee meeting, committee members and staff agreed that staff would investigate and present options at a future Policy Committee meeting for policy amendments to the “Procedures for Delegations to Board” in section 7 of Policy 9 (Board Operations). Committee members and staff discussed that potential amendments may also apply to procedures for question period.

This direction followed discussion of recent incidents involving the behavior of activist groups at Board meetings provincially, and the recent implementation of policy changes by other Boards to ensure respectful, safe and orderly meetings. In addition to the importance of ensuring Board meetings are safe for those attending, implementing meeting procedures that ensure public Board meetings are respectful is also viewed as foundational to maintaining a safe and inclusive school environments for all students and staff.

The Saanich procedures for delegations to the Board are found in Section 7 in [Policy 9 \(Board Operations\)](#). In addition to outlining the process to follow for being included on the Board agenda, the following procedures apply:

1. The time allotted for the delegation's presentation will normally be five minutes.
2. Board members may direct questions for clarification through the Chair to the spokesperson for the delegation; however, the matter will not be debated.
3. Normally, the matter will not be considered by the Board at the meeting at which the delegation appears.
4. The Chair of the Board may waive the notice requirement and permit a delegation to appear before a Board meeting if the Chair of the Board considers the matter to be an emergent item.

The Saanich delegation procedures do not include a review and approval process for delegation requests. As long as the request and supporting materials are provided before the deadline, the delegation is placed on the agenda. Policy 9 does not have procedures specific to public question periods. The only reference to public question periods in [Policy 9 \(Board Operations\)](#) is their inclusion in the order of business (section 2.27) for Board meetings.

Policy in Other School Districts

I reviewed policy relating to delegations and question periods for 8 other Vancouver Island school districts. Detailed observations by district are included in the Appendix to this briefing note, and summary observations are below.

Delegations – Approval and Scope

Only three (3) of the nine (9) Board policies reviewed do not have language regarding approval of delegations for inclusion on the agenda. The Board Chair has the discretion to not approve a delegation for inclusion on the agenda in SD69, SD70, SD71, SD72, and SD79. SD68 policy provides narrower context for this discretion as follows: *“In extraordinary circumstances, the Chair may refuse a presentation that is anticipated to harm staff or students.”*

In many districts, the Board policy provides additional guidance on the scope of delegations. SD71 and SD79 policy states that public participation (including delegations) should not relate to labour relations issues, or matters that should be addressed in closed meetings. SD70 policy states that delegations are not accepted from individuals or entities soliciting business from the Board. SD68, SD71, and SD79 specifically restrict multiple delegations by the same group on the same topic.

Delegations - number and time limit

Five (5) out of the nine (9) Board policies reviewed limit the number of delegations on a Board agenda to:

- 2 delegations – SD68 and SD72;
- 6 delegations – SD61; and,
- Number at discretion of Chair – SD70 and SD79.

All nine (9) Board policies reviewed limit the presentation time for a delegation, with limits as follows:

- 5 minutes – SD61, SD62, and SD63;
- 10 minutes – SD68, SD69, SD70, SD72, and SD79; and,
- 15 minutes – SD71.

Question Period – Scope

Five (5) out of the nine (9) Board policies reviewed limit the scope of questions during question period, with limits as follows:

- Questions must relate to open meeting agenda items – SD70, SD72, and SD79
- *“Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels. Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District staff will not be recognized.”* – SD68 and SD70

- Public participation (including questions) should not relate to labour relations issues, or matters that should be addressed in closed meetings. – SD71 and SD79

Question Period – Number and Time Limitations

- Board policy limits each person to one question at a meeting - SD61, SD72 and SD79
- Board policy limits question period to a maximum of 15 minutes - SD61, SD68 and SD72

Options for Policy Committee Consideration

Reflecting the observations outlined above, the following are recommended options for amendments to Policy 9 (Board Operations) for consideration by the committee:

- Delegations – Approval options (**Either option 1 or 2, not both**)
 - **Option 1**- Add the following: *“The application request for a delegation will be at the discretion of the Board Chair and will be reviewed at the Board agenda setting meeting prior to the Board meeting.”*
 - **Option 2** - Add the following: *“In extraordinary circumstances, the Chair may refuse a presentation that is anticipated to harm staff or students.”¹*
- Delegations and Question Period – Scope
 - **Option 3** - Add the following: *“Delegations and Question Period shall not be used to address matters which must be dealt with in closed (in-camera) meetings.”*
 - **Option 4** - Add the following: *“As structures have been defined in legislation and collective agreements to deal with labour management issues, public participation opportunities (delegations and question period) are not to be used to deal with such matters. The Board respects and honors employee groups’ contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes.”*
 - **Option 5** - Add the following: *“The Board will not normally receive more than one (1) presentation/delegation from a particular individual or group on the same matter in a six (6) month period.”*
 - **Option 6** - Add the following: *“Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels. Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District staff will not be recognized.”*
- Delegations and Question Period – Number and Time Limitations:
 - **Option 7** - Add the following: *“The number of presentations and/or delegations will be limited to two (2) at each regular Board meeting.”*
 - **Option 8** - revise policy 9 as follows: *“The time allotted for the delegation's presentation will normally be **ten (10) five** minutes.”*
 - **Option 9** - add the following: *“Question period will be limited to 15 minutes.”*

¹ Option 2 would require modification if any of options 3 to 6 are also implemented.

- **Option 10** - add the following: *"There will be a limit of one question per person."*

Next Steps

Based on direction from the committee regarding the options outlined in this briefing, staff will draft policy amendments for review at the next policy committee meeting.

With Respect,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

JR/klg

Appendix – Relevant Policy in Other School Districts

School District 61 (Victoria)

Procedures for delegations are found in [ByLaw 9360 \(General Meeting of the Board\)](#), and includes the following language regarding delegations:

- *“The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)”*
- *“Individuals or delegations wishing to make a presentation will be advised of their placement on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of groups will be presentation by the spokesperson(s) of that group, who will be identified on the agenda.”*
- *“There will be no public debate with presenters; information only will be received”*
- *“The Question Period is limited to 15 minutes”*

Similar to Saanich there does not appear to be a review and approval process for delegations appearing before the Board.

Specific procedures for question period are found in [ByLaw 9360.01 \(Question period during general meetings of the Board of Education\)](#), and include:

- The process for submitting questions to Board meetings (either using the question link on the website or by attending the Board meeting and submitting the question in written form).
- Questions are asked in order of submission and question period is limited to 15 minutes.
- There is a limit of one question per person.
- The Board Chair has discretion to call questions out of order and refer to an in camera meeting.
- Answers to questions must not result in staff workload exceeding 30 minutes.

Schools District 62 (Sooke)

Procedures for delegations and questions are found in [Policy A-412 \(Delegations and Questions to the Board\)](#) and [Procedural Regulation A-412 \(Delegations and Questions to the Board\)](#).

The SD62 procedures for delegations are similar to Saanich. The process outlines the process for delegations to appear at a Board meeting, but there is no review and approval process required. Similar to Saanich, the time limit on presentations is 5 minutes.

Regarding Questions, the regulation states that: *“The Chairperson of the Board shall determine whether a question requires referral to the staff for further information to be obtained, and whether supplementary questions on the same topic will be received verbally by the Board.”*

School District 79 (Cowichan)

Procedures for delegations and questions are included in Policy 7 (Board Operations) (see Policy 7 section 9 - Public Participation on pages 36 to 37 of the [Board Policy Handbook](#)).

The Cowichan Board policy for public participation includes several procedures limiting the scope of delegations and questions including that the Chair will rule on the propriety of all presentations, and that questions must relate to items on the current meeting agenda. Specific provisions include the following:

- That such opportunities shall not be used to address matters that must be dealt with in closed meetings.
- Public participation opportunities are not to be used to deal with labour management issues (*"The Board respects and honors employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes."*).
- *"The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair."*
- *"Trustees may ask questions for clarification but no recommendations or motions concerning the presentation will normally be made at the same meeting."*
- *"Presentations by delegations must be limited to ten minutes unless this time limit is waived by the Board."*
- *"The Chair of the Board may determine the number of delegations that will be heard at any one Board meeting and shall inform all trustees regarding delegation requests that have been made, considered, and either included on the Board agenda or denied."*
- *"9.8 The Chair may deny a request to appear as a delegation to the Board for any of the following reasons:*
 - 9.8.1 *If a request to appear as a delegation is relevant to a particular committee, that request is referred to the committee. For example, if an individual wants to address a new education program idea, he or she is referred to the Board Education and Business committee.*
 - 9.8.2 *If the individual or group has already presented to the Board on the same topic, the request is denied.*
 - 9.8.3 *If it is a full agenda, the number of delegations may be limited and the person denied is advised that they will be considered for the next meeting.*
 - 9.8.4 *A request to appear as a delegation may be denied if the topic is unclear. The person requesting to appear is asked for more information. Once more information is received, the request is considered again."*
- *The Question Period is intended to enable the public to obtain clarifying information from the Chair regarding a current Regular Open Meeting agenda item.*
- *"Persons wishing to ask a question of the Board at a Regular Open Meeting shall do so in writing on the form provided. Those persons asking questions shall identify themselves by giving their name and address. Each individual shall be limited to one question and one follow*

up question on the response to that question. The Secretary-Treasurer will collect and review each question to confirm that it is related to a current agenda item prior to handing to the Chair for response.”

School District 68 (Nanaimo-Ladysmith)

Procedures for delegations and questions are included in section 4 of [Board Governance Policy Section 2.6 \(Board Meeting Procedures\)](#).

The Nanaimo Board policy for public participation includes several procedures limiting the scope of delegations and questions. The Chair may in extraordinary circumstances refuse a presentation that is anticipated to harm students or staff. Specific provisions include the following:

- *“The number of presentations and/or delegations will be limited to two (2) to any one meeting of the Board or Standing Committee.”*
- *“The Board will not normally receive more than one (1) presentation/delegation from a particular individual or group on the same matter in a six (6) month period.”*
- *“In extraordinary circumstances, the Chair may refuse a presentation that is anticipated to harm staff or students.”*
- *“A presentation to the Board or Standing Committee by an individual or a delegation will be limited to ten (10) minutes duration”*
- *“A Question Period of no more than fifteen (15) minutes duration shall be set on the agenda of each Regular Meeting and Standing Committee meeting.”*
- *“The Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels.”*
- *“Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District Staff will not be recognized.”*
- *“Persons directing questions to the Board at a Regular Meeting or to a Standing Committee member during a Standing Committee meeting shall do so in writing on the form provided.”*
- *“No one shall ask the same question at any one Meeting when the Chair rules that the question has been answered.”*

School District 69 (Qualicum)

Procedures for delegations and questions are addressed in sections VI and VIII in [Board Bylaw 3 \(Meetings of the Board\)](#). This bylaw includes that the Board Chair has the discretion to rule whether a delegation will be heard by the Board. Specific provisions include the following:

- *“The Board Chair, at the Board Chair’s discretion, will rule whether the delegation will be heard by the Board.”*
- *“The period of time normally allocated to the delegation shall be ten minutes.”*
- *“Questions at a Regular Board Meeting may deal with any topic related to the Board’s conduct of the schools. Questions at Special Board Meetings must be related to the call of the meeting.”*

School District 70 (Alberni)

The Board Procedure (under [1000 Board of Education](#)) includes procedures for Petitions/Delegations (section 13.0) and Audience Question Period (Section 15.0).

Petitions/Delegations to the Board are subject to approval. Specific provisions for Petitions/Delegations includes:

- *“Copies of the written petition/delegation will be brought to the Chair/Vice-Chair at the agenda setting table for review. If approved, the person(s) seeking the meeting time will be advised at which meeting date and time they will present.”*
- *“The Board Chair may limit the number of petitions/delegations to be presented at any single meeting. Petitions/Delegations are directed to the Board of Education as a corporate body, not individual trustees. Petitions/Delegations are not accepted from individuals or entities soliciting business from the Board.”*
- *“Petitions/Delegations shall be limited to ten minutes unless the Chair, prior to the commencement of the presentation, approves an extended time frame.”*

Questions made during question period are to relate to any matter connected with the agenda. Specific provisions for Audience Question Period include:

- *Under the Regular Meeting agenda item Audience Question Period, questions may be put to the Chair, or through the Chair to any member or officials of the Board, relating to any matter connected with the agenda of the day.*
- *The Audience Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels. Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District staff will not be recognized. The Chair may direct any questions to District staff to respond to.*

School District 71 (Comox Valley)

Policy 7 Board Operations (within the [Board Policy Handbook](#)) addresses delegations and questions in Section 5 - Public Participation (see pages 32 to 33).

This policy includes the following language narrowing the scope:

- *“Such opportunities shall not be used to address matters which must be dealt with in Closed (in-camera) meetings as noted elsewhere in this policy.”*
- *“In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities noted below are not to be used to deal with such matters.”*

Delegations are subject to approval by the Chair: *“After receiving a written request to appear before the Board, the Board Chair, in consultation with the Superintendent, and the Secretary Treasurer shall determine whether the request will be granted.”*

Further guidance on delegations includes:

- *“Normally, a delegation representing a group previously heard on a topic will not be heard a second time unless the delegation presents, in advance, material or information not previously considered that is germane to any decision. A motion of the Board to hear the delegation a second time must be passed by having a majority of all its members cast an affirmative vote.”*
- *“Speakers and or presentations shall be allotted fifteen (15) minutes. An additional 5 minutes may be allotted for a brief Trustee question period.”*
- *“Decisions or responses on any requests made by a delegation or through a presentation are not normally made at the meeting at which the individual(s) is/are heard.”*

School District 72 (Campbell River)

Policy 15 (Meetings) in the [Board Policy Manual](#) addresses Delegations to the Board (section 4) and Question Period (section 8).

Delegations to the Board are subject to approval. Specific provisions for Delegations includes:

- *“The application request will be at the discretion of the Board chair and will be reviewed at the Board agenda setting meeting prior to the Board meeting.”*
- *“Presentations to the Board may not exceed 10 minutes unless approved by the Board chair.”*
- *“There will be no more than 20 minutes allotted for **all** presentations to the Board at each Board meeting.”*

Questions to the Board are limited to agenda items and must be provided in written form.



Specific provisions relating to question period includes:

- *Questions will be submitted to the superintendent of schools (or designate) prior to the start of the question period.*
- *The questions period will be limited to 15 minutes.*
- *There will be a limit of one question per person.*
- *Only questions on agenda items will be answered, if the information is readily available, at the public meeting.*
- *Answers to questions must not result in staff workload exceeding thirty (30) minutes.*

Attachment 2 – Proposed Amendments to Policy 9 (Board Operations)

POLICY 9 - BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when the BC Freedom of Information and Protection of Privacy Act (FOIPPA) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "in-camera" sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, or special meetings.

The Board of Education for the school district is comprised by legislation of a total of seven (7) trustees elected from the following trustee electoral areas:

- Two (2) trustees from Central Saanich
- Two (2) trustees from Saanich
- Two (2) trustees from North Saanich
- One (1) trustee from Town of Sidney

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Inaugural and subsequent annual meetings of the Board

Attachment 2 – Proposed Amendments to Policy 9 (Board Operations)

- 1.1 The first or Inaugural meeting of the Board of Education in the year of trustee elections shall be held at 7:00pm on the first Monday after November 1st, in the Board Room of the administration building and shall be in accordance with Sections 45, 46, 49, 50, 51, 52, 53 and 54 of the School Act.
 - 1.2 The Secretary Treasurer of the Board, or in their absence, the acting Secretary Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair shall have been elected. Upon calling the Inaugural meeting to order the Secretary Treasurer shall proceed to read the returns of elections to the Board as certified by the returning officer and shall report that the necessary oaths and declarations have been completed in accordance with Section 50 of the School Act.
 - 1.3 During the years in which there is not a trustee election an annual meeting shall be held at 7:00pm on the first Monday in November in the Board Room of the administrative building.
 - 1.4 The Secretary Treasurer shall conduct the election of a Chair for the ensuing year. Nominations shall be made and a vote upon the persons nominated, if more than one, shall forthwith be taken by secret ballot. The person who receives the majority of votes of the trustees present shall be declared elected. If upon the first ballot no person receives a majority of votes, successive ballots will be taken until one of the persons nominated shall receive a majority. A majority of the Board may elect a new Chair or Vice-Chair at any time in accordance with Section 87.4 of the School Act.
 - 1.5 The Secretary Treasurer shall then declare such person as the Chair of the Board for the ensuing year and shall vacate the Chair.
 - 1.6 The Chair shall then forthwith call for nominations for Vice-Chair for the ensuing year or portion thereof, and shall conduct such proceedings in the same manner as enumerated in paragraph 1.4 above.
2. Regular Meetings
- 2.1 Each regular and special meeting of the Board shall ordinarily adjourn at 11:00pm unless it is decided by a two-thirds majority of the trustees present to continue such meeting.
 - 2.2 A quorum shall be a majority of those trustees holding office.

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- 2.3 Unless there be a quorum present within one-half hour after the appointed time, the meeting shall stand adjourned.
- 2.4 The Secretary Treasurer shall ensure that each trustee receives a notice of meeting together with the agenda at least three days prior to the regular Board meeting date. Such agenda shall state all business to be transacted or considered thereat, and no other business shall be considered unless members of the Board agree by majority.
- 2.5 The time and dates for meetings for the ensuing year will be determined by the Board after consultation with the executive.
- 2.6 As soon after the hour of meeting as there shall be a quorum present the Chair shall preside and call the meeting to order.
- 2.7 In case the Chair is not present within fifteen minutes after the appointed time, the Vice-Chair shall preside, call the meeting to order, and continue until the arrival of the Chair.
- 2.8 Immediately after the meeting has been called to order the minutes of the preceding meeting or meetings shall be adopted as circulated, or corrected if necessary. Subsequently they shall be certified as correct by the Secretary Treasurer and signed by the Chair or Vice-Chair as the case may be.
- 2.9 The Chair shall preserve order and decorum, and decide questions of order, subject to an appeal to the Board, and in the absence of the Chair, the Vice-Chair shall have the same authority while presiding as the Chair would have, if present.
- 2.10 Whenever the Chair is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Chair shall cite the rule or authority applicable to the case.
- 2.11 The Chair shall have the same right of voting as the other members of the Board.
- 2.12 All questions shall be decided by a majority of votes but in the case of an equality of votes for and against the motion, the question is resolved in the negative and the Chair shall so declare.
- 2.13 In the absence of the Chair and the Vice-Chair from any meeting of the Board, the trustees present shall elect one of their number to act as Chair.
- 2.14 Should the Chair decide to vacate the position of the Chair for any purpose, they shall call upon the Vice-Chair to assume the responsibility in the interim.

Attachment 2 – Proposed Amendments to Policy 9 (Board Operations)

- 2.15 Each trustee, prior to speaking on any question or motion, shall address themselves to the Chair.
- 2.16 When two or more trustees desire to speak at the same time, the Chair shall name the trustee who shall speak first.
- 2.17 When the Chair is putting the question, or when a member is speaking, no trustee shall interrupt except to raise a point of order, or for the purpose of explanation.
- 2.18 A trustee called to order by the Chair shall immediately cease speaking but may afterwards explain; if there is no appeal, the decision of the Chair shall be final.
- 2.19 Each member of the Board shall confine themselves to the question under debate.
- 2.20 Any trustee may require the question or motion under discussion to be read at any time during the debate but not in such a manner as to interrupt a member while speaking.
- 2.21 No trustee shall speak more than twice on the same question and not more than two (2) minutes each time unless the Chair determines the need to do otherwise or the Board moves for informal consideration of the question as per Robert's Rules of Order. The Chair may permit members of staff and partner groups to speak on the question as they consider appropriate in the circumstances.
- 2.22 The Chair shall declare the result of all votes, and in the case of a trustee wishing to be recorded as opposed it shall be so recorded in the minutes provided that such trustee states his/her wishes at the time that the vote is taken.
- 2.23 No person officially taking part in the Board meeting shall leave the Board room during a meeting without permission of the Chair.
- 2.24 All petitions, communications, accounts and reports within the jurisdiction of a standing committee may, on presentation to the Board, be referred to the proper committee or official by the Chair without motion.
- 2.25 A notice of motion shall be required to amend or suspend any standing order, policy, bylaw or rule of the Board. Such notice of motion may be submitted to any regular or special meeting of the Board for information and shall be voted upon at a subsequent regular meeting.

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2.26 All meetings of the Board shall be, unless otherwise herein prescribed, governed by Robert's Rules of Order, except when these rules are in conflict with the School Act or Regulations.

2.27 Order of Business

The Secretary Treasurer in conjunction with the Superintendent of Schools and after consultation with the Chair of the Board shall prepare a proposed agenda for each regular meeting of the Board as follows:

2.27.1 Call to Order and Welcome

2.27.2 Adoption of the Agenda

2.27.3 Adoption of minutes of the last regular or special meeting or meetings

2.27.4 Business arising out of the minutes

- Presentations (pre-booked and for Board receipt)
- Delegations (pre-booked and for possible Board deliberation)
- Questions (from partner groups and members of the public)

2.27.5 Report from the Chair

2.27.6 Report from the Superintendent of Schools

2.27.7 School Successes

2.27.8 Committee Reports

1. Education Directions
2. Finance, Facilities & Technology
3. Human Resources
4. Policy

2.27.9 Reports from Trustee Representatives

2.27.10 Correspondence

2.27.11 Question Period (from partner groups and members of the public)

2.27.12 Other business as admitted

2.27.13 For Information

2.27.14 Adjournment

3 In-Camera Board Meetings

3.1 If in the opinion of the Board or a standing committee of the Board, the public interest so requires, the Board or the standing committee shall adopt the

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procedure of moving into an "In-camera" session pursuant to section 69(2) of the School Act.

3.2 The order of business at all In-Camera sessions, unless varied by motion, shall be as follows:

- 3.2.1 Adoption of Agenda
 - Consideration of Late Items
 - Adoption of Agenda
- 3.2.2 Adoption of In-Camera Minutes
- 3.2.3 Business Arising out of the Minutes
- 3.2.4 Report from Board Chair
- 3.2.5 Report from Superintendent of Schools
- 3.2.6 Presentations
- 3.2.7 Committee Reports
 - Education Directions
 - Finance, Facilities & Technology
 - Human Resources
 - Policy
- 3.2.8 Reports from Trustee Representatives
- 3.2.9 Correspondence
- 3.2.10 Question Period
- 3.2.11 Other Business as Submitted
- 3.2.12 For Information
- 3.2.13 Motion to Rise and Report

4 Special Meetings

4.1 Special meetings of the Board may be called by the Chair at any time. Any trustee may request a special meeting, such request to be made to the Secretary Treasurer and shall include the names of three other trustees who have agreed to the need for such a special meeting. Prior to a special meeting being called, all trustees must be notified of the meeting and its purpose.

Robert's Rules clarifies that written notice includes electronic communication such as email.

5 Minutes

Attachment 2 – Proposed Amendments to Policy 9 (Board Operations)

- 5.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 5.2 The minutes shall record:
 - 5.2.1 Date, time and place of meeting;
 - 5.2.2 Type of meeting (inaugural, regular, in-camera or special);
 - 5.2.3 Name of presiding officer;
 - 5.2.4 Names of those trustees and administration in attendance;
 - 5.2.5 Approval of preceding minutes;
 - 5.2.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;
 - 5.2.7 Points of order;
 - 5.2.8 Appointments;
 - 5.2.9 Notices of motion;
 - 5.2.10 Recommended motions proposed by Committees; and,
 - 5.2.11 Trustee conflict of interest declaration pursuant to Section 58 of the School Act.
- 5.3 The minutes shall:
 - 5.3.1 Be prepared as directed by the Secretary Treasurer;
 - 5.3.2 Be considered an unofficial record of proceedings until such time as adopted by the Board; and
 - 5.3.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 5.4 The Secretary Treasurer shall ensure that appropriate signatures are affixed to the concluding page of the minutes.
- 5.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 5.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as practicable following approval. The Superintendent is responsible to post the approved minutes.
- 5.7 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

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- 6.1 All motions shall be in writing, if so required by the Chair.
 - 6.2 Any motion to be operative shall require a seconder before any debate is permitted.
 - 6.3 A motion having been made and seconded, shall be deemed to be in possession of the Board.
 - 6.4 While a question is under debate no motion shall be received unless to refer it, to amend it, to table it, to postpone it definitely or indefinitely, to adjourn, to consider the question informally, or to move the previous question.
 - 6.5 The previous question, until it is decided, shall preclude all amendments of the main question and shall be put without debate in the following words, "That this question be now put"; if this question be resolved in the affirmative, the original question shall be put forthwith, without any amendment or debate but if the previous question is resolved in the negative, the main question may be debated and amended.
 - 6.6 Amendments shall be put in the reverse order to that in which they are moved, and shall be decided or withdrawn before the main question is put to the vote. Only one amendment shall be allowed to an amendment and any amendment more than once must be on the main question.
 - 6.7 When the question under consideration contains distinct propositions, upon the request of any member of the Board, the vote upon each proposition shall be taken separately.
 - 6.8 After the question is finally put by the Chair, no trustee shall speak to the question nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Chair as to whether the question has finally been put shall be conclusive.
 - 6.9 Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Board, they shall apprise the trustees thereof immediately, and shall cite the rule or authority applicable to the case without any argument or comment.
 - 6.10 Whenever any matter of privilege or order arises, it shall immediately be taken into consideration.
- 7 ~~Procedures for Delegations to Board~~ Public Participation
- 7.1 The Board welcomes and provides for a variety of forms of public participation by members of the community. Meaningful public participation

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is foundational to the democratic process by informing the Board about matters of interest to the community. Public participation at regular Board meetings may be through presentations by individuals or delegations, through formal question periods or in the form of written correspondence.

7.17.2 An individual or delegation wishing to ~~appear~~ present at a regular Board meeting must submit a request in writing to the Secretary Treasurer ~~a request in writing~~ stating the matters they wish to bring before the ~~trustees~~ Board, and including any materials to be presented to the Board. If the presentation is being made by a delegation, the request must include ~~and, if a brief is to be presented, a copy of the brief and~~ the name of the spokesperson for the delegation.

7.3 For a presentation or correspondence to be included on the agenda of a regular Board meeting, the request to make the presentation or the correspondence ~~If the request is to appear before the Board, the request and all supporting material~~ must be received by the Secretary Treasurer (preferably electronically), prior to 16:30 hours on the Wednesday in the week before the Board meeting.

7.4 Approving an application request to present at a regular Board meeting will be at the discretion of the Chair and will be reviewed at the board agenda setting meeting prior to the board meeting. An application to present at a regular Board meeting may be denied if the presentation:

- is anticipated to harm staff or students;
- relates to matters that must be dealt with in a closed (in camera) meeting;
- relates to a matter that should be dealt with through other structures as defined in legislation, Board policy, or agreement; or
- relates to a matter that has been presented to the Board already by the same individual(s) or delegation in the past year.

7.27.5 ~~If a delegation appears before the Board, the~~ The following procedures ~~will be followed~~ apply to presentations to the Board:

7.5.1 The time allotted for the ~~delegation's~~ presentation will normally be ~~five~~ ten (10) minutes;

7.5.2 The number of presentations will be limited to four (4) at each regular Board meeting.

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~~7.2.4~~7.5.3 Board members may direct questions for clarification through the Chair to the spokesperson ~~for the delegation~~; however, the matter will not be debated;

~~7.2.27~~7.5.4 Normally, the matter will not be considered by the Board at the meeting at which the ~~delegation appears~~presentation is made.

7.5.5 The Chair of the Board may waive the notice requirement and permit a ~~delegation to appear~~presentation before ~~the~~a Board ~~meeting~~ if the Chair of the Board considers the matter to be an emergent item.

7.6 Question Period is not to be used as a political forum, or for furthering presentations, or to deal with matters that should properly be dealt with through other channels. Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District staff will not be recognized.

8 Audio/Video Recording Devices

8.1 The Board requires that anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chair. This shall be communicated by the Board Chair at the beginning of the Regular or Special Meeting.

9 Trustee Disqualification from Office to Due Absences

9.1 Section 52.2 of the School Act provides the authority to disqualify a Trustee from office should the Trustee be continuously absent from Board meetings for a period of three consecutive months unless those absences are due to illness or with the leave of the Board.

9.2 The decision to disqualify a Trustee will be in accordance with the School Act as well as Policy 9.9.

9.3 For the purposes of Policy 9.9, Board meetings shall be defined as regularly scheduled public Board meetings in the Board's annual calendar, as approved by the Board.

9.4 Consecutive months of absence shall consider only those months in which the Board has a regularly scheduled Board meeting. Consecutive months of

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absence may include month(s) from the previous school year and the current school year.

- 9.5 A Trustee who is unable to attend a Board meeting should provide advance notice to the Chair of the Board or the Secretary-Treasurer when possible.

10 Trustee Participation in Meetings through Virtual Means

- 10.1 Trustees should prioritize in-person attendance at Board meetings, but may attend through virtual means if required for extenuating circumstances such as illness, travel, child care responsibilities, or other circumstances that require Trustee attendance in another location.
- 10.2 Trustees may participate in a meeting of the Board through virtual means provided the technological capability is available for both audio and visual communication with the rest of the Board and must ensure that their location provides for privacy should there be a need for confidentiality.
- 10.3 In keeping with the provisions of Policy 9.10.2, the Board Chair may refuse to allow a Trustee to participate through virtual means.
- 10.4 Trustees participating in a meeting of the Board through virtual means are deemed to be present at the meeting and form part of the quorum.
- 10.5 Notwithstanding the requirements of these procedures, a Trustee may attend more than three (3) consecutive Regular meetings of the Board through virtual means without being authorized by resolution of the Board to do so.

11 Trustee Remuneration

In accordance with the School Act a Board may authorize the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

- 11.1 The Board authorizes that the Chair, Vice-Chair and other Trustees be paid Trustee remuneration effective November 5, 2018, as follows

Chair - \$22,197

Vice-Chair - \$20,375

Trustees - \$18,960

These remunerations will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.

12 Trustee Expense Reimbursement

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Travel and related expenses incurred by Trustees and district personnel will be reimbursed as follows:

12.1 Per Diem:

The per diem allowance shall be the same as used by the BC School Trustees' Association (BCSTA).

These allowances will be paid in US Funds when incurred in the United States.

12.2 International Travel:

Travel to international locations may result in costs that are higher than established per diem amounts for Canadian travel. All reasonable business travel costs will be reimbursed.

For the purposes of this policy, travel to international locations is defined as travel outside of Canada and the United States.

12.3 Lodging:

When selecting lodging, district personnel will consult and use either BC Government approved accommodation or accommodation at an equivalent or lower cost unless there are extenuating circumstances approved by a supervisor. All overnight accommodation on Board business is to be charged directly to School District No. 63 if possible, less any personal calls or items charged. Should it be necessary for the claimant to pay for lodging, a receipt is required to support reimbursement.

12.4 Mileage Rates:

Trustees and district personnel will be reimbursed at the current rate. The maximum amount claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

12.5 Reimbursement Rates:

Reimbursement rate will be consistent with the rate set out in the teachers' collective agreement.

12.6 Travel Costs:

Whenever possible travel arrangements should be made through and billed directly to the Board Office and should be booked in advance so as to take advantage of any fare reductions that are available. Arrangements should be structured such that any benefits that accrue from group bookings (for example, loyalty points or free travel benefits) go to the Board.

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- 12.7 BC Government corporate supply arrangements open to school districts (for example for rental cars) should be used where economical.
Should the claimant pay transportation costs, the amount paid may be claimed provided receipts or tickets are attached to the claim form.
- 12.8 Incidental Expenses:
Parking, taxi fares, telephone calls, ferry fares, etc., will be paid for by the Board when those expenses are necessary for Board business and when supported receipts. Expenses under \$5.00 will be reimbursed provided a short description of items is included on the claim form.
- 12.9 Travel Advances:
A travel advance, in an amount not exceeding the estimated expenses to be incurred, may be made on request. To clear the outstanding advance, the claim form together with applicable receipts is to be forwarded to the Board Office for processing within seven days of the completion of the business or journey.
- 12.10 Trustee Expenses:
Trustees are understood to incur Board-related expenses related to holding office, which are reimbursed by the remuneration paid to each trustee. Those Board-related expenses include mileage to and from regularly scheduled Board and Committee meetings and general expenses such as the portion of residential or cellular phones, internet costs and computer costs related to Board business. Additionally, trustees may claim reimbursement for one printer cartridge per year and additional vehicle insurance costs for business use of an automobile. Cell phone costs may be claimed by the Chair and Vice-Chair of the Board.

13 Conflict of Interest

- 13.1 The Board of Education (the "Board") directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.
- 13.2 If a trustee has any pecuniary interest in any matter, or a deemed pecuniary interest as defined in Part V of the School Act, and is present at a meeting of the Board at which the matter is considered, the trustee:

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- 13.2.1 Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest;
 - 13.2.2 Shall not take part in the discussion of or vote on any question in respect of the matter; and
 - 13.2.3 Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 13.3 If the meeting is not open to the public, in addition to complying with the above the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 13.4 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

14 Logo and District Names

14.1 The Logo and Design Use

Description

The logo is the property of the Saanich School District and shall only be used by internal and external organizations with prior approval of the Superintendent.



14.2 Legal Name: Board of Education of School District No. 63 (Saanich)

14.3 District Names: Saanich School District or Saanich Schools