

## ADMINISTRATIVE MEMORANDUM

### Meeting Place:

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

### Format and Date:

PUBLIC BOARD MEETING  
Tuesday, June 16, 2026, at  
6:30 pm

|           |   | Estimated Completion Time |
|-----------|---|---------------------------|
| <b>A.</b> | <b>Call to Order</b>  |                           |
| A.1.      | Acknowledgments   | 6:30 pm                   |
| A.2.      | Approval of Agenda<br>(that the agenda, as recommended in the Administrative Memorandum, be adopted.)   | 6:30 pm                   |
| A.3.      | Approval of Minutes (that the minutes of the Public Meeting of May 19, 2026, be approved as circulated)   | 6:35 pm                   |
| A.4.      | Public Questions/Comments *   | 6:40 pm                   |
| A.5.      | Educational Presentation: Capstone Projects   | 6:50 pm                   |
| <b>B.</b> | <b>Action Items</b>   |                           |
| B.1.      | Capital Plan Bylaw No. 2026/27-CPSD44-02  | 7:00 pm                   |
| B.2.      | Five Year Capital Plan 2027/28 <ul style="list-style-type: none"> <li>• NVSD Childcare Operations</li> </ul>  | 7:15 pm                   |
| B.3.      | 2026 Municipal Election Bylaw   | 7:20 pm                   |
| B.4.      | Policy – 100 Series <ul style="list-style-type: none"> <li>• Policy 104: Board of Education – Meetings</li> <li>• Policy 110: Board of Education – Delegation of Authority</li> </ul> | 7:35 pm                   |
| B.5.      | Board Committees and Trustee Liaison Assignments  | 7:40 pm                   |
| <b>C.</b> | <b>Information and Proposals</b>  |                           |
| C.1.      | School Fees for 2026/27   | 7:50 pm                   |
| C.2.      | Policy on Learning, Technology, and Student Well-Being  | 8:00 pm                   |
| C.3.      | Policy 103: Board of Education – Policy Development & Review  | 8:10 pm                   |

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

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|-----------|---|---------------------------|
| C.4.      | Draft, Revised Administrative Procedures for Policy 107: Board of Education – Trustee Stipend, Resources and Expenses   | 8:20 pm                   |
| C.5.      | Annual Board Meeting Schedule 2026-2027   | 8:25 pm                   |
| C.6.      | Committee Reports – Written Update <ul style="list-style-type: none"> <li>• Capital Planning Committee</li> <li>• Occupational Health &amp; Safety Committee</li> <li>• Sustainability Committee</li> </ul> | 8:30 pm                   |
| C.7.      | Land Management – Written Update  | 8:35 pm                   |
| C.8.      | Superintendent’s Report   | 8:45 pm                   |
| C.9.      | Report Out – British Columbia School Trustees Association (BCSTA) and BC Public School Employers’ Association (BCPSEA)  | 8:50 pm                   |
| C.10.     | Trustees’ Reports/Highlights  | 9:00 pm                   |
| <b>D.</b> | <b>Future Meetings</b>  | 9:05 pm                   |
| <b>E.</b> | <b>Public Question &amp; Comment Period</b>   | 9:15 pm                   |
| <b>F.</b> | <b>Adjournment</b>  | 9:15 pm                   |

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



**School District No. 44 (North Vancouver)**

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, May 19, 2026.

**PRESENT:** A. Wilson, Chair  
D. Anderson, Vice Chair  
C. Gerlach (joined virtually)  
K. Mann  
L. Munro  
G. Tsiakos  
L. Tumaneng

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**A. Call to Order**

Board Chair Antje Wilson called the meeting to order at 6:30 p.m.

**A.1. Acknowledgments**

Board Chair Wilson acknowledged the traditional territorial lands of the Coast Salish People, specifically those of the Sk̓wx̓wú7mesh (Squamish) Nation and səliiwətaʔ (Tseilil-Waututh) Nation.

**A.2. Approval of Agenda**

Moved by L. Munro

that the agenda as recommended in the Administrative Memorandum, be adopted.

Seconded by L. Tumaneng

Carried

**A.3. Approval of Minutes**

Moved by K. Mann

that the minutes of the public board meeting of April 14, 2026, be approved as amended.

Seconded by G. Tsiakos

Carried

The Board of Education received one note from the North Vancouver Teachers Association to correct section E of the April 14, 2026 Public Board Meeting minutes. The question in section E will be revised to read as follows: “Why, during the Board’s budget discussions, was the teachers’ pay increase considered an unfunded liability?” The change will be made to the minutes and the corrected version of the minutes posted on our website.

**A.4. Public Questions/Comments**

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

**B.1. School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2026/27**

Board Chair Antje Wilson invited Superintendent Dr. Pius Ryan to introduce the discussion. He provided an overview of the current context for development of the annual budget. The work is most mindful of our mandate and the aspirational goals of the Board. From a foundational perspective, the goal is to enhance financial stability. Secretary Treasurer, Emily Huner went over the key budget themes for the 2026-2027 preliminary budget, the guiding beliefs behind the budget development that supports the mandate and recapped the annual planning cycle. Dr. Ryan welcomed Assistant Superintendents Arlene Martin and Adam Baumann, Executive Director of Human Resources Scott Stanley, and Director of Financial Services, Eileen Chin to present the annual budget. The budget is grounded in our enhanced student learning framework and aligned

with our district strategic plan that reflects six aspirational goals. The team presented and took questions from the Board.

Trustee Daniel Anderson, Chair of the Audit Committee provided comments concerning the deliberations at the recent Audit Committee meeting.

Board Chair Wilson reminded Trustees of the approval process for Bylaws.

Moved by K. Mann

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2026/27 be read a first time;

Seconded by C. Gerlach Carried

Moved by D. Anderson

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2026/27 be read a second time;

Seconded by L. Tumaneng Carried

The Board unanimously agreed to proceed to a third reading of the bylaw.

Moved by L. Munro

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2026/27 be read a third time, passed and adopted.

Seconded by G. Tsiakos Carried

## **B.2. 2026-27 Trustee Stipends**

Board Chair Wilson highlighted the requirements from Policy 107: Board of Education - Trustee Stipend, Resources, and Expenses and reviewed the information provided in the Administrative Memorandum.

Moved by A. Wilson

that the Board adopt Trustee Stipends for the Chair at \$35,099; the Vice Chair at \$33,327; and Trustee at \$32,381 effective July 1, 2026.

Seconded by K. Mann Carried

## **C.1. 2026 Election Bylaw**

Board Chair Wilson introduced the item and invited Secretary Treasurer Emily Huner to give a brief description of the item which will come forward for the Board's approval at the June meeting.

## **C.2. Policy – 100 Series**

Board Chair Wilson provided background regarding the Ministry's request for BCSTA to provide a leadership role in assisting school districts to refine their policy framework.

The first round of review and deliberations of two 100-series policies, Policy 104 combined with Administrative Procedures and Policy 110, was presented for information. These policies will return to the Board for approval in June.

## **C.3 Policy on Digital Device Use in Schools**

Board Chair Wilson introduced the item and provided background and rationale for the development of this policy. Trustee Anderson added examples that speak to the reasoning for the implementation of this policy. Board Chair Wilson and Trustee Anderson took questions from the other Trustees. Dr. Ryan made some comments for the trustees to consider as they further discuss and develop the landscape of this policy.

**C.4. Committee Reports – Written Update**

Written updates on the Audit Committee and the Policy Review Committee were included in the Board Package; no questions were asked.

**C.5. Land Management – Written Update**

A written update on current land management projects was included in the Board Package.

**C.6. Superintendent’s Report**

Superintendent Dr. Pius Ryan provided an update to Trustees on events, initiatives, and programming across the school district. No questions were asked.

**C.7. Report Out – British Columbia School Trustees Association (BCSTA) and BC Public School Employers’ Association (BCPSEA)**

Trustee Tumaneng provided an update regarding the BC School Trustees Association. Trustee Mann provided an update regarding BCPSEA.

**C.8. Trustees’ Reports/Highlights**

Trustees shared recent highlights, for activities from April 15, 2026 to May 19, 2026, with an emphasis on their roles as school liaisons.

Meetings attended by Trustees included:

- Public Board Meeting
- Trustee Seminars
- Audit Committee Meeting
- NVTA and Trustees Meeting
- City of North Vancouver Dinner Meeting
- French Advisory Committee Meeting
- Screening and Selection of Vice Principals meetings
- BCSTA Metro Branch Meeting
- BC Public School Employers’ Association (BCPSEA) Sector Call

Events attended by Trustees included:

- New Cloverley Elementary site tour
- North Vancouver First Annual Ethics Exchange
- North Shore Standing Committee on Substance Use
- AFK Private Curator’s Tour of “One Hundred Artists Deep”
- NVTA District Wide Professional Development Day with Author David A. Robertson
- Various school visits or events: Argyle Secondary, Carson Graham Secondary, Cleveland Elementary, Dorothy Lynas Elementary, Eastview Elementary, Handsworth Secondary, Lynnmour Elementary, Mountainside Secondary, Seycove Secondary, Sherwood Park Elementary, Windsor Secondary

**D. Future Meetings**

Information on the next Public Board Meeting was included in the Board Package.

**E. Public Question & Comment Period**

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

There were two comments.

Sherry-Ann Walters, Sutherland Secondary Education Assistant, commented on Trustee Anderson’s observation about technology. She shared her perspective as an educator who participated in the pilot project at Sutherland Secondary School, to remove cell phones. It improved engagement immensely and at the same time, engagement of complex learners come from the individual education plans (IEPs). She thanked the Board for bringing this to the table.

Raheela Khan, Eastview Elementary Parent Advisory Committee commented that while there is a cultural shift to digital literacy, and we can’t take that away, there is also a big push on social and emotional learning. With regards to this she had three questions. How can we merge the two and still make it part of learning? How can we make it social and emotional learning with digital literacy? What programs can we bring to the school system?

She also had a question regarding information from the presentation on staff absenteeism, counseling, and coaching. What are the impacts that have happened with that and where do we stand with it?

The Executive and the Board will respond to Raheela Khan’s questions after the Board meeting. Superintendent Dr. Pius Ryan commented that fundamentally, we’ve got great people, and we need to start from that place of working and caring for our people. Teaching is a tough occupation. An Educational Assistant can have good and bad days. So, there is lots of work to be done. But we need to start from that place. People do good work, and we start from there.

**F. Adjournment**

The established agenda being completed, Board Chair Wilson adjourned the meeting at 8:27 pm and thanked those who attended.

Certified Correct:

\_\_\_\_\_  
Emily Huner  
Secretary Treasurer

\_\_\_\_\_  
Antje Wilson  
Chair, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Schedule .A.4..**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026  **Board**  **Board, in camera**

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

**Narration:**

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

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

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

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Educational Presentation: Capstone Projects**

**Narration:**

Meghan Downie, Principal of Seycove Secondary, will offer a brief overview of the student Capstone Projects. She will be accompanied by Grade 12 students from Seycove Secondary School, who will share their experiences and provide valuable insights into challenges and rewards.

**Schedule .B.1..**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Capital Plan Bylaw No. 2026/27-CPSD44-02**

**Narration:**

The Ministry of Education and Child Care provided their Capital Budget Outreach and Next Steps (CBONS) response letter to the 2026/27 Annual Five-Year Capital Plan submission from June 2025.

The Ministry response advised of major and minor capital projects supported to proceed which were brought forward to the Board at the April 14, 2026 public board meeting. On June 12, 2026, the Ministry of Education and Child Care notified the Board with an amended response letter advising that Highlands Elementary School has been approved for a 4-classroom prefabricated modular addition. Due to this amendment, the Board of Education will be required to adopt a new single Capital bylaw for the amended plan.

The Ministry reviewed all 60 school districts' submissions to determine priorities for available capital funding in the following Major and Minor Capital programs:

Major Capital

- Seismic Mitigation
- Expansion Program
- Replacement Program
- Site Acquisition Program
- Rural District Program

Minor Capital

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables provide a summary of the amended Ministry's response for major and minor capital projects for School District No. 44 (North Vancouver) for 2026/27:

## MAJOR CAPITAL PROJECTS

| Project # | Program Name         | Project Type | Direction or Update  |
|-----------|----------------------|--------------|--|
| 150063    | Highlands Elementary | Addition     | Project has been approved for a 4-classroom prefabricated modular addition. Please contact your Regional Director for next steps |

## MINOR CAPITAL PROJECTS

Projects as approved by the amended Ministry's response dated June 12, 2026.

| Facility Name  | Program Project Description   | Amount Funded by Ministry | Next Steps & Timing                        |
|--|---|---------------------------|--|
| Boundary Elementary, Capilano Elementary, Seycove Secondary, Sherwood Park Elementary, Upper Lynn Elementary | School Enhancement Program (SEP): Accessible lift renewals                      | \$350,000                 | Project to be completed by March 31, 2027  |
| Windsor Secondary  | School Enhancement Program (SEP): HVAC Upgrades                                 | \$700,000                 | Project to be completed by March 31, 2027. |
| Windsor Secondary  | Carbon Neutral capital Plan (CNCP): HVAC upgrades                               | \$500,000                 | Project to be completed by March 31, 2027. |
| Canyon Heights Elementary  | Carbon Neutral capital Plan (CNCP): HVAC upgrades                               | \$250,000                 | Project to be completed by March 31, 2027. |
| Cove Cliff Elementary  | Food Infrastructure Program: Kitchen equipment and infrastructure upgrade       | \$80,000                  | Project to be completed by March 31, 2027. |
| Blueridge Elementary   | Playground Equipment Program (PEP): Universally Accessible Playground Equipment | \$200,000                 | Project to be completed by March 31, 2027. |

As a reminder, in accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a Capital Bylaw for its approved 2026/27 Five-Year Capital Plan and the Board of Education is now required to pass a Bylaw to allow the North Vancouver School District to access the funding outlined in the letter.

Attachment:

*SD No. 44 Capital Project Bylaw No. 2026/2027-CPSD44-02*

**RECOMMENDED MOTION:**

that School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-02 be read a first time;

that School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-02 be read a second time;

that School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-02 be read a third time, passed, and adopted.

**Procedural Note:**

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

**CAPITAL BYLAW NO. 2026/27-CPSD44-02  
CAPITAL PLAN 2026/27**

A BYLAW by the Board of Education of School District No. 44 (North Vancouver) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Projects(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of June 12, 2026 from the 2026/27 Capital Plan is hereby adopted.
2. This Bylaw may be cited as School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-02.

READ A FIRST TIME THE 16<sup>TH</sup> DAY OF JUNE, 2026;

READ A SECOND TIME THE 16<sup>TH</sup> DAY OF JUNE, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE 16<sup>TH</sup> DAY OF JUNE, 2026.

**CORPORATE SEAL**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-02 adopted by the Board the 16<sup>TH</sup> day of JUNE, 2026.

\_\_\_\_\_  
Secretary-Treasurer



June 15, 2026  
Ref: 27651

Antje Wilson  
Chair  
School District No. 44 (North Vancouver)

Email Address: awilson@sd44.ca

Dear Antje Wilson:

I am pleased to advise the North Vancouver Board of Education of the approval for a four classroom prefabricated addition project at Highlands Elementary.

The Highlands Elementary prefabricated addition project may proceed using Ministry of Infrastructure (Ministry) capital funding up to a maximum of \$4 million, with an additional \$2 million held by the Ministry in project risk reserves, to be allocated following sufficient justification and Ministry approval.

The following conditions apply to the funding approval:

1. The target date for completion is September 2027;
2. Above the line funding is inclusive of all design, site work, delivery and installation of the prefabricated classrooms;
3. The Ministry must approve any material changes to the approved scope, schedule, or budget; and
4. The District is responsible for any cost overruns.

Ministry staff will work with District staff to finalize the Capital Project Funding Agreement; this agreement will lay out the obligations of the Board and Ministry to deliver the capital project within the established scope, schedule, and budget. Please treat this approval as confidential until the Ministry of Infrastructure have had the opportunity to coordinate a public announcement.

.../2

The Ministry requires school districts to use simplified designs when building new schools or expanding existing ones. As your project proceeds to stakeholder engagement and design phases, please see simplified school design guidelines within Appendix 1. It is important that you review this in detail prior to proceeding with the project.

Additionally, please treat this approval as confidential until the Ministry of Infrastructure has had the opportunity to coordinate a public announcement.

If you require further information, please contact Amy Miller, Assistant Deputy Minister, Capital Planning & Delivery Division by email at Amy.Miller@gov.bc.ca or by phone at (778) 698-1544.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bowinn", with a stylized flourish at the end.

Honourable Bowinn Ma  
Minister of Infrastructure

Appendices: Appendix 1: Simplified Designs

cc: Pius Ryan, Superintendent, School District No. 44 (North Vancouver)

Emily Huner, Secretary-Treasurer, School District No. 44 (North Vancouver)

Education and Child Care Capital Branch, Ministry of Infrastructure

## **SIMPLIFIED DESIGNS**

The Ministry of Infrastructure (the Ministry) requires school districts to use simplified designs when building new schools or expanding existing ones. By utilizing simplified designs, school districts will directly benefit from the operational cost savings (heating/cooling, maintenance, etc.) over the lifespan of the school facility. Excessive design elements may also result in an uncomfortable environment for occupants, for instance when extravagant glass walls and roofs increase the temperature inside the school.

By reducing complex school design elements, school districts and the Ministry will be better able to maximize the creation of new student spaces, mitigating costs and expediting the delivery of new classrooms and learning environments. Simpler designs will result in quicker delivery of new schools and additions without compromising appropriate 21<sup>st</sup> century learning elements and licensing requirements for child care or impeding the consultation process with stakeholders. Reusing these simple designs is also encouraged as it creates further efficiencies.

Ministry staff will continue to work with school district design teams to identify costly design features that impact scope, schedule, and budget. It is important that school districts are thoughtful about making commitments and setting expectations during any stakeholder consultation process. Moving forward, school districts opting to include complex, non-essential, design features in school capital projects will be expected to offset the associated cost with their own funds.

**The Ministry is not supportive of design elements identified in the list below. This list is not exhaustive, and school districts are expected to identify design efficiencies during capital delivery. Please contact the appropriate Regional Director or Planning Officer for your school district to ensure you are using the current version of this simplified designs guidance document.**

### **1. Elaborate Building Massing**

- Sprawling building footprints and high ceiling heights
- Excessive design spaces and large atriums
- Courtyard areas/spaces and oversized/elaborate roof overhangs
- Several alcoves and jut-outs of the building footprint
- Non-standard roof design, and varying levels within the roofing structure

### **2. Inefficient Building Configuration**

- Curved exterior and interior walls
- Inclusion of atypical angles/irregular geometry

### **3. Excess Glazing**

- Disproportionate amounts of windows and glazed curtain walls
- Glazed entrance canopies and clerestory roofs

### **4. Costly Interior Fit-Outs**

- Expensive plumbing/lighting fixtures and finishes
- Costly suspended ceilings and slats in ceilings

**Schedule .B.2..**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Five-Year Capital Plan 2027/28**

**Narration:**

Each year, boards of education are required to submit a Five-Year Capital Plan identifying both major and minor capital funding priorities required for their school districts. In late March 2026, the Ministry of Education and Child Care issued instructions identifying the funding programs and requirements for the preparation and submission of the 2027/28 Five-Year Capital Plan. The submission deadlines vary including:

- Major Capital Programs due June 30, 2026
- Minor Capital Program due September 29, 2026, and
- Food Infrastructure Program due September 29, 2026.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to complete all submissions by the June 30, 2026 deadline.

School districts are required to have a current Long Range Facilities Plan (LRFP) to support major capital priorities identified in the Five-Year Capital Plan. The LRFP is to incorporate consideration of demographic changes, enrolment patterns, residential developments planned in the community, facility condition, and capacity utilization.

A consultant was engaged to assist with updating the ten-year enrolment projections and emerging priorities for the LRFP. The submissions on the attached summary have been prioritized based on the current LRFP and enrolment projections.

**MAJOR CAPITAL FUNDING PROGRAMS**

The major capital funding programs require projects to be prioritized over a five-year budget horizon. The requests follow the eligibility for each of the major capital programs outlined below.

School Addition/Expansion Projects

Priorities must be based on LRFP and enrolment projections.

Demolition Program

This funding is primarily for rural school districts; however, the school district has submitted a request with the hope it might be funded.

New School Program

New schools proposed based on long range enrolment projections. These requests would be subject to securing new sites.

Replacement/Renovation Projects

Priorities based on a combination of facility condition with consideration to future enrolment.

### Seismic Program

Requests to updated schools based on Ministry seismic risk assessment.

### Site Acquisition Program

Funding requests to support the acquisition of sites for future elementary schools.

## **MINOR CAPITAL FUNDING PROGRAMS**

### School Bus Replacement Program

Funding eligibility is based on school bus age, mileage, safety and mechanical issues.

### Carbon Neutral Capital Program

School districts are limited to five priorities. Projects must contribute to measurable emissions reductions, operational cost savings, align with equipment renewal period and LRFP. School districts are limited to five projects, where the projects must be valued between \$10,000 and \$500,000. Projects greater than \$500,000 must be phased, and at least one project must be valued at \$50,000 or less.

### Playground Equipment Program

Funding eligibility is based on new or replacement universally accessible playground equipment. Prioritization is given to schools that do not currently have playground equipment, and where students do not have easy access to nearby playground facilities. School districts are limited to three requests.

### School Enhancement Program

The projects are expected to improve safety, facility condition, operational efficiency and function of enrolling schools. Projects and priorities were identified with the use of the Ministry's Capital Asset Management System, consulting reports, and staff input. School districts are limited to five projects, where the projects must be valued between \$100,000 and \$1.5 million. Projects greater than \$1.5 million must be phased, and at least one project must be valued at \$500,000 or less.

## **FOOD INFRASTRUCTURE PROGRAM**

Funding eligibility is tied to the school district's approach under the Feeding Future Program and must create and improve infrastructure to feed students in the community and ensure that students are properly fed to enhance student learning outcomes.

The submissions on the attached summary are prioritized based on requests from schools, facilities staff assessments, equipment age and condition, community access, proximity to parks, and equity between schools (including equity in terms of play space area to enrolment numbers).

Michael Chapman, Director of Facilities and Planning, will provide an overview of the 2027/28 Five-Year Capital Plan for consideration by the Board of Education.

### Attachments:

Major Capital Plan 2027/28 Submission Summary  
Minor Capital and Food Infrastructure Plan 2027/28 Submission Summary  
Five-Year Major Capital Plan 2027/28 Resolution  
Five-Year Minor Capital Plan 2027/28 Resolution  
Food Infrastructure 2027/28 Resolution

## **RECOMMENDED MOTION:**

That the Board approve the Five-Year Major Capital Plan Resolutions as attached to Schedule B.1. of June 16, 2026.

# Major Capital Submission Summary

|                            |   |
|----------------------------|---|
| <b>Submission Summary:</b> | Major 2027/2028   2026-06-30   MAIN - K12 |
| <b>Submission Type:</b>    | Capital Plan                              |
| <b>School District:</b>    | North Vancouver (SD44)                    |
| <b>Open Date:</b>          | 2026-04-24                                |
| <b>Close Date:</b>         | 2026-06-30                                |
| <b>Submission Status:</b>  | Draft                                     |

| Submission Category    | Sum Total Project Cost |
|------------------------|------------------------|
| Addition               | \$108,196,716          |
| Demolition             | \$1,000,000            |
| Seismic                | \$32,705,625           |
| New School             | \$86,307,752           |
| Replacement/Renovation | \$194,646,856          |
| Site Acquisition       | \$100,000,000          |
| <b>Total</b>           | <b>\$522,856,949</b>   |

| ADDITION                   |                |                            |                    |  |                      |
|----------------------------|----------------|----------------------------|--------------------|--|----------------------|
| SD Category Rank           | Project Number | Facility/Site              | Project Type       | Project Description  | Total Project Cost   |
| 1                          | 157985         | Lynnmour Elementary School | Addition           | Expand capacity by 40k/200E from 20K/250E to 60K/450E (+224 Operating Capacity)                  | \$18,054,930         |
| 2                          | 150025         | Carson Graham Secondary    | Addition           | Expand capacity by 400 from 1,100 to 1,500 (+400 Operating Capacity)                             | \$36,519,811         |
| 3                          | 150104         | Queensbury Elementary      | Addition           | Expand capacity by 40K/150E from 20K/250E to 60K/400E (+178 Operating Capacity)                  | \$12,465,461         |
| 4                          | 152974         | Larson Elementary          | Addition           | Expand capacity by 20K/100E from 40K/375E to 60K/475E (+112 Operating Capacity)                  | \$10,171,261         |
| 5                          | 162925         | Sutherland Secondary       | Addition           | Expand capacity by 300 from 950 to 1,250 (+300 Operating Capacity)                               | \$30,985,253         |
| Submission Category Total: |                |                            |                    |  | <b>\$108,196,716</b> |
| DEMOLITION                 |                |                            |                    |  |                      |
| SD Category Rank           | Project Number | Facility/Site              | Project Type       | Project Description  | Total Project Cost   |
| 1                          | 162948         | William Lucas Centre       | Partial Demolition | Demolition of the Leo Marshall Curriculum Centre annex building on the William Lucas Centre site | \$1,000,000          |
| Submission Category Total: |                |                            |                    |  | <b>\$1,000,000</b>   |

# Major Capital Submission Summary

| NEW SCHOOL                 |                |                                      |                                 |  |                      |
|----------------------------|----------------|--------------------------------------|---------------------------------|--|----------------------|
| SD Category Rank           | Project Number | Facility/Site                        | Project Type                    | Project Description  | Total Project Cost   |
| 1                          | 150202         | New CNV School 1 (Lonsdale Corridor) | New (School)                    | New 60K/400E capacity K-7 Elementary school on new site.   | \$46,358,969         |
| 2                          | 174652         | New CNV School 2 (Marine Drive       | New (School)                    | New 40K/300E capacity K-7 Elementary school on new site.   | \$39,948,783         |
| Submission Category Total: |                |                                      |                                 |  | <b>\$86,307,752</b>  |
| REPLACEMENT/RENOVATION     |                |                                      |                                 |  |                      |
| SD Category Rank           | Project Number | Facility/Site                        | Project Type                    | Project Description  | Total Project Cost   |
| 1                          | 171021         | Queensbury Elementary                | Full Replacement (Replace/Reno) | Replace and expand capacity by 40K/150E from 20K/250E to 60K/400E school (+178 Operating Capacity).  | \$46,473,807         |
| 2                          | 171022         | Larson Elementary                    | Full Replacement (Replace/Reno) | Replace and expand capacity by 20K/100E from 40K/375E to 60K/475E school (+112 Operating Capacity).  | \$49,230,841         |
| 3                          | 150287         | Ross Road Elementary                 | Full Replacement (Replace/Reno) | Replace and expand capacity by 20K/50E from 40K/425E to 60K/475E (+66 Operating Capacity).   | \$48,480,841         |
| 4                          | 150290         | Seymour Heights Elementary           | Full Replacement (Replace/Reno) | Replace and expand capacity by 40K/275E from 20K/250E to 60K/525E school (+315 Operating Capacity).  | \$50,461,367         |
| Submission Category Total: |                |                                      |                                 |  | <b>\$194,646,856</b> |
| SEISMIC                    |                |                                      |                                 |  |                      |
| SD Category Rank           | Project Number | Facility/Site                        | Project Type                    | Project Description  | Total Project Cost   |
| 1                          | 162983         | Lynnmour Elementary School           | Upgrade                         | Seismic upgrade of the school. This Project request is connected with an expansion project request 157985 and both projects will need to be delivered as a singular project. | \$32,705,625         |
| Submission Category Total: |                |                                      |                                 |  | <b>\$32,705,625</b>  |
| SITE ACQUISITION           |                |                                      |                                 |  |                      |
| SD Category Rank           | Project Number | Facility/Site                        | Project Type                    | Project Description  | Total Project Cost   |
| 1                          | 150531         | New CNV School Site 1 (Lonsdale      | Site Acquisition                | Acquisition of a new site that can accommodate a 60K/400E capacity school.   | \$80,000,000         |
| 2                          | 174651         | New CNV School Site 2 (Marine Drive  | Site Acquisition                | Acquisition of a new site that can accommodate a 40K/300E capacity school.   | \$20,000,000         |
| Submission Category Total: |                |                                      |                                 |  | <b>\$100,000,000</b> |

# Minor Capital Submission Summary

|                            |   |
|----------------------------|---|
| <b>Submission Summary:</b> | Minor 2027/2028   2026-09-30   MAIN - K12 |
| <b>Submission Type:</b>    | Capital Plan                              |
| <b>School District:</b>    | North Vancouver (SD44)                    |
| <b>Open Date:</b>          | 2026-04-24                                |
| <b>Close Date:</b>         | 2026-09-30                                |
| <b>Submission Status:</b>  | Draft                                     |

| Submission Category | Sum Total Funding Requested |
|---------------------|-----------------------------|
| PEP                 | \$590,000                   |
| SEP                 | \$2,950,000                 |
| CNCP                | \$1,800,000                 |
| BUS                 | \$389,402                   |
| <b>Total</b>        | <b>\$5,729,402</b>          |

| BUS                        |                |                       |              |  |                         |
|----------------------------|----------------|-----------------------|--------------|--|-------------------------|
| SD Category Rank           | Project Number | Facility/Site         | Project Type | Project Description  | Total Funding Requested |
| 1                          | 171045         | Transportation        | Replacement  | Replace Bus A3441. The bus meet the requirements by age (12+ years old).             | \$194,701               |
| 2                          | 171044         | Transportation        | Replacement  | Replace Bus A3440. The bus meet the requirements by age (12+ years old).             | \$194,701               |
| Submission Category Total: |                |                       |              |  | <b>\$389,402</b>        |
| PEP                        |                |                       |              |  |                         |
| SD Category Rank           | Project Number | Facility/Site         | Project Type | Project Description  | Total Funding Requested |
| 1                          | 170681         | Braemar Elementary    | New (PEP)    | Installation of a new universally accessible playground at Braemar Elementary will   | \$195,000               |
| 2                          | 170695         | Cleveland Elementary  | New (PEP)    | Installation of a new universally accessible playground at Cleveland Elementary will | \$195,000               |
| 3                          | 155098         | Upper Lynn Elementary | New (PEP)    | Installation of a new universally accessible playground at Upper Lynn Elementary     | \$200,000               |
| Submission Category Total: |                |                       |              |  | <b>\$590,000</b>        |

# Minor Capital Submission Summary

| CNCP                       |                |                               |              |   |                         |
|----------------------------|----------------|-------------------------------|--------------|---|-------------------------|
| SD Category Rank           | Project Number | Facility/Site                 | Project Type | Project Description   | Total Funding Requested |
| 1                          | 155087         | Carisbrooke Elementary        | HVAC (CNCP)  | Heating Plant/Boiler system renewal to replace end of life equipment, improve efficiency, reduce maintenance and operating costs and reduce GHG emissions. This request is to replace the two existing low efficiency boilers with two new high efficiency boilers and smart pumps.   | \$500,000               |
| 2                          | 151366         | Seymour Heights Elementary    | HVAC (CNCP)  | Heating Plant/Boiler system renewal to replace end of life equipment, improve efficiency, reduce maintenance and operating costs and reduce GHG emissions. This request is to replace the two existing low efficiency boilers with two new high efficiency boilers and smart pumps.   | \$500,000               |
| 3                          | 174660         | Ross Road Elementary          | HVAC (CNCP)  | Current boiler plant consist of a new 2017 high efficiency condensing boiler and a 2003 atmospheric low efficiency boiler. This request is to replace the 2003 atmospheric low efficiency boiler with a new high efficiency boiler. This project would require supplemental AFG funding to complete if approved. This measure is not only an energy and GHG reduction measure under current operation. It is mainly justified by asset renewal, reliability, redundancy, removal of an aging atmospheric boiler, maintenance savings, and system modernization.                               | \$50,000                |
| 4                          | 174659         | Cove Cliff Elementary         | HVAC (CNCP)  | Current boiler plant consist of a 2017 high efficiency condensing boiler and a 1992 low efficiency boiler. This request is to replace the 1992 atmospheric low efficiency boiler with a new high efficiency boiler and smart pumps. This measure is not only an energy and GHG reduction measure under current operation. It is mainly justified by asset renewal, reliability, redundancy, removal of an aging atmospheric boiler, maintenance savings, and system modernization.  | \$250,000               |
| 5                          | 174658         | Mountainside Secondary School | HVAC (CNCP)  | Renewal of a second boiler which will replace the remaining three atmospheric low efficiency units. Install a heat pump for shoulder season operational efficiency. In 2021/22 a project replaced one of the four existing boilers, with a high efficiency condensing boiler with smart pumps and provisioned the piping for a future heat pump. This measure is not only an energy and GHG reduction measure under current operation. It is mainly justified by asset renewal, reliability, redundancy, removal of aging atmospheric boilers, maintenance savings, and system modernization. | \$500,000               |
| Submission Category Total: |                |                               |              |   | <b>\$1,800,000</b>      |

## Minor Capital Submission Summary

| SEP                        |                |                          |                             |  |                         |
|----------------------------|----------------|--------------------------|-----------------------------|--|-------------------------|
| SD Category Rank           | Project Number | Facility/Site            | Project Type                | Project Description  | Total Funding Requested |
| 1                          | 167878         | Cleveland Elementary     | Interior Construction (SEP) | Accessible Washroom upgrades to support the students and staff of Cleveland Elementary   | \$500,000               |
| 2                          | 174655         | Sherwood Park Elementary | Exterior Wall Systems (SEP) | Exterior envelope renewal (Siding, widows, doors, paint)   | \$600,000               |
| 3                          | 159017         | Various                  | Interior Construction (SEP) | Washroom renewals (floors, fixtures, plumbing, partitions+walls, doors, exhaust) including accessible upgrades to support staff and students at multiple facilities - (Blueridge, Brooksbank, Larson, Sherwood Park and Seycove Secondary) | \$900,000               |
| 4                          | 174657         | Various                  | Interior Construction (SEP) | Accessibility upgrades at multiple facilities - (Seycove, Boundary, Ridgeway, Carisbroke and Mountainside)   | \$500,000               |
| 5                          | 174656         | Carson Graham Secondary  | Electrical (SEP)            | Lighting system renewal to LED   | \$450,000               |
| Submission Category Total: |                |                          |                             |  | <b>\$2,950,000</b>      |

## Food Infrastructure Program Submission Summary

|                            |                                    |
|----------------------------|------------------------------------|
| <b>Submission Summary:</b> | Minor 2027/2028   2026-09-30   FIP |
| <b>Submission Type:</b>    | Capital Plan                       |
| <b>School District:</b>    | North Vancouver (SD44)             |
| <b>Open Date:</b>          | 2026-04-24                         |
| <b>Close Date:</b>         | 2026-09-30                         |
| <b>Submission Status:</b>  | Draft                              |

| Submission Category | Sum Total Funding Requested |
|---------------------|-----------------------------|
| SEP                 | \$100,000                   |
| <b>Total</b>        | <b>\$100,000</b>            |

| SEP                        |                |                         |                           |   |                         |
|----------------------------|----------------|-------------------------|---------------------------|---|-------------------------|
| SD Category Rank           | Project Number | Facility/Site           | Project Type              | Project Description   | Total Funding Requested |
| 1                          | 174654         | Carson Graham Secondary | Food Infrastructure (SEP) | Food Distribution Van for Secondary Schools - procure a new full size EV van, | \$100,000               |
| Submission Category Total: |                |                         |                           |   | <b>\$100,000</b>        |

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 44 (*North Vancouver*) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2027/28, as provided on the Five-Year Capital Plan Summary for 2027/28 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Major Capital Programs) for 2027/28 adopted by the Board of Education, on this the 16<sup>th</sup> day of June 2026.

\_\_\_\_\_  
Secretary Treasurer Signature

\_\_\_\_\_  
Secretary Treasurer Name

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 44 (*North Vancouver*) hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2027/28, as provided on the Five-Year Capital Plan Summary for 2027/28 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Minor Capital Programs) for 2027/28 adopted by the Board of Education, on this the 16<sup>th</sup> day of June 2026.

\_\_\_\_\_  
Secretary Treasurer Signature

\_\_\_\_\_  
Secretary Treasurer Name



In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 44 (*North Vancouver*) hereby approves the proposed Five-Year Capital Plan (Food Infrastructure Programs) for 2027/28, as provided on the Five-Year Capital Plan Summary for 2027/28 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Food Infrastructure Programs) for 2027/28 adopted by the Board of Education, on this the 16<sup>th</sup> day of June 2026.

\_\_\_\_\_  
Secretary Treasurer Signature

\_\_\_\_\_  
Secretary Treasurer Name

# Policy 810: Childcare Programs on Board Property



# Policy 810: Overview



## Purpose

- Support quality childcare programs on Board property (7:00 a.m.–6:00 p.m.) through Board-operated or licensed third-party providers.

## How Need is Assessed

- Community demand, waitlists, proximity to existing programs
- Availability and suitability of school space
- Future enrolment and facility needs
- Opportunities in new school construction projects

## Service Delivery Decisions

- Board evaluates whether programs should be:
  - Operated directly by the District,
  - Delivered by a licensed provider, or
  - A combination of both
- Decisions consider community needs, staffing, financial sustainability, and service gaps.

# Policy 810: Overview



## Core Requirements

- Promote inclusive, non-discriminatory childcare
- Support Indigenous reconciliation
- Ensure fees only recover Board costs
- Meet all licensing and operational standards

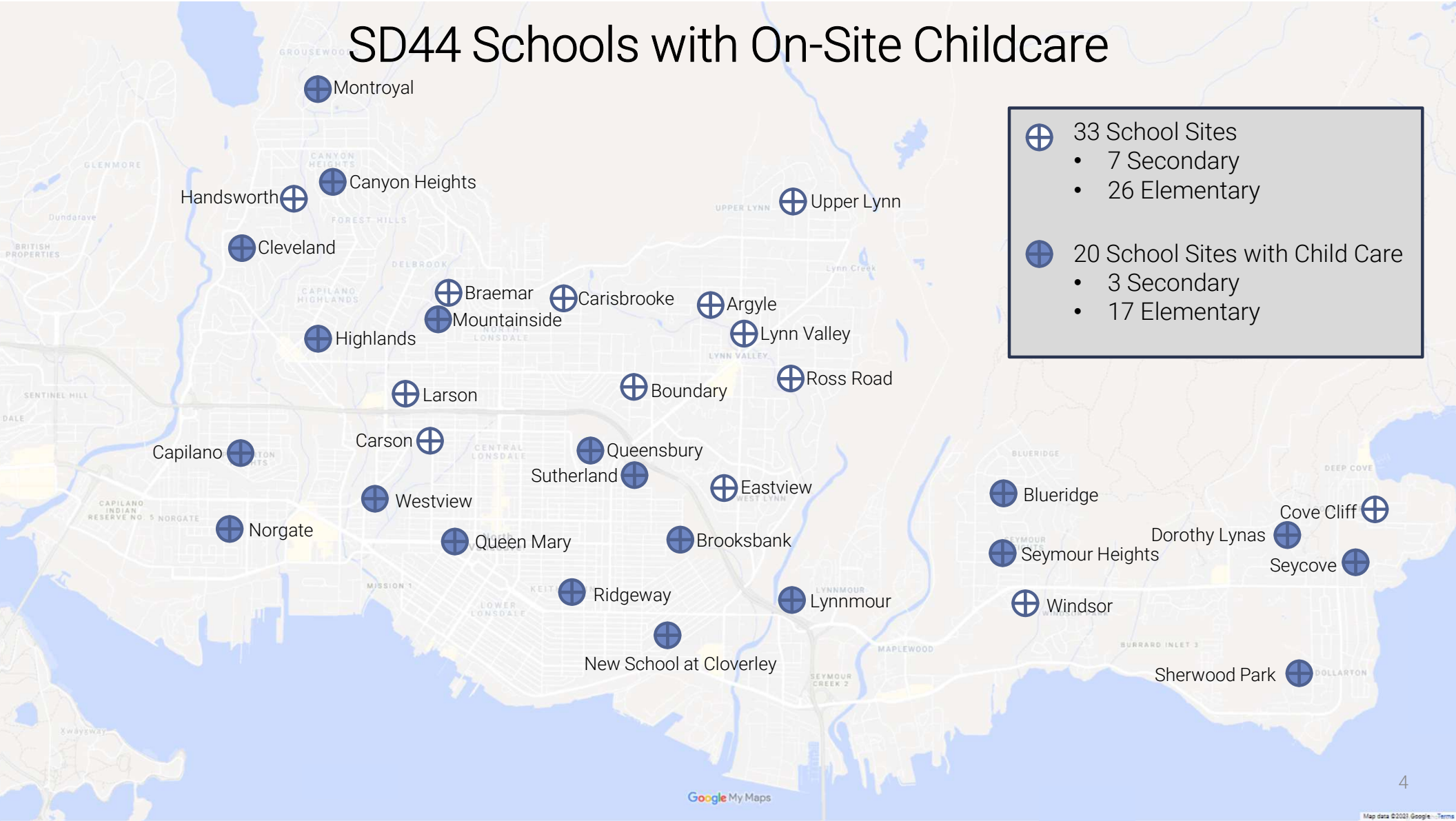
## Selecting & Managing Providers

- Open, competitive procurement process (BC Bid)
- Preference for providers demonstrating inclusion and Indigenous reconciliation
- Written agreements reviewed at least every 3 years
- Performance and compliance considered for renewals

## Engagement

- Transparent consultation with families, staff, Indigenous partners, childcare operators, and the community.

# SD44 Schools with On-Site Childcare





# 2026 Initiatives – New Childcare Capacity



## New Spaces – Cloverley Elementary School September 2026

- 12 spaces for children 0 to 36 months
- 25 spaces for children 36 months to school age
- 55 spaces for before and after school care (in NLC space)

**Schedule .B.3..**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **2026 Municipal Election Bylaw**  
**Narration:**

General local elections in BC are held every four years on the third Saturday in October. The next general local elections will be held on October 17, 2026. Residents (who are eligible to vote) of the City of North Vancouver and the District of North Vancouver will vote in the municipal election for municipal councilors and board of education school trustees.

Under the *School Act* and the *Local Government Act*, the board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

Attachment:  
2026 Municipal Election Bylaw

**RECOMMENDED MOTION:**

- that the 2026 Municipal Election Bylaw No. 2026 be read a first time;
- that the 2026 Municipal Election Bylaw No. 2026 be read a second time;
- that the 2026 Municipal Election Bylaw No. 2026 be read a third time, passed and adopted.

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

**2026 MUNICIPAL ELECTION BYLAW NO. 2026**  
**June 16, 2026**

A BYLAW by the Board of Education of School District No. 44 (North Vancouver) adopt a 2026 Municipal Election Bylaw pursuant to section 57(3) of the *Local Government Act* and section 38(5) of the *School Act*.

NOW THEREFORE the Board agrees to the following:

**1. Scope of Bylaw**

- a. This bylaw applies to both general elections and by-elections.

**2. Trustee Electoral Areas**

- a. In School District No. 44 (North Vancouver), trustee elections are held in the following trustee electoral areas:

| <b>Trustee electoral area description:</b> | <b># of trustees</b> |
|--|----------------------|
| City of North Vancouver                    | Three (3)            |
| District of North Vancouver                | Four (4)             |

**3. Resolution of Tie Vote after Judicial Recount**

- a. If at the completion of a judicial recount the results of the election cannot be declared because there is an equality of valid votes for two or more candidates, the results will be determined by lot in accordance with section 151 of the *Local Government Act*.

**4. Repeal**

- a. School District No. 44 2022 Municipal Election Bylaw No.2022 is repealed.

READ A FIRST TIME THE 16<sup>TH</sup> DAY OF JUNE, 2026;

READ A SECOND TIME THE 16<sup>TH</sup> DAY OF JUNE, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE 16<sup>TH</sup> DAY OF JUNE, 2026;

**CORPORATE SEAL**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary Treasurer

**Schedule ..B4...**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Policy – 100 Series**

- **Policy 104: Board of Education – Meetings, and Administrative Procedure**
- **Policy 110: Board of Education – Delegation of Authority**

**Narration:**

In June 2025, the British Columbia Ministry of Education and Child Care asked the BC School Trustees Association (BCSTA) to establish a Board Policy Review Advisory Committee to support Boards of Education in modernizing their policy frameworks. The committee’s work focuses on helping Boards clarify governance roles, strengthen strategic oversight, and ensure that policy structures reflect contemporary governance practices while maintaining local autonomy.

Through its work, the committee observed that many school districts, including ours, have developed large and complex policy manuals over time. In many cases, policies have expanded beyond their governance function to include operational detail more appropriately addressed through administrative procedures. This growth can create challenges for Boards and staff in maintaining coherence, accessibility, and clarity regarding the role of policy in guiding the school district’s work.

This work aims to support Boards in developing a coherent, high-level policy framework that strengthens governance oversight, enhances transparency for the community, and enables district leadership to implement operational processes more effectively. By focusing Board policy on enduring principles and strategic direction, Boards of Education can better align governance structures with the evolving needs of public schooling while preserving local school district autonomy.

Under this model, the Board is now focusing its policy work on a defined set of governance policies (Series 100), which articulate:

- The role and responsibilities of the Board
- The role and responsibilities of the Superintendent
- Delegation of authority
- Governance processes and ethical standards
- Strategic direction and accountability expectations

The first round of review and deliberations of two 100-series policies by the Board of Education is presented today for approval.

**Attachments:**

**Draft Policies**

- **Policy 104: Board of Education – Meetings** (expanded to include the Administrative Procedure)
- **Policy 110: Board of Education – Delegation of Authority**

**RECOMMENDED MOTION:**

That the Board of Education approves Policy 104: Board of Education – Meetings as included in the Board Package.

That the Board of Education approves Policy 110: Board of Education – Delegation of Authority as included in the Board Package.

# 104 Board of Education – Meetings

Revised: September 21, 2001

Revised: September 28, 2004

Revised: October 24, 2007 (References to Board of Trustees changed to Board of Education) Revised: June 23, 2010

Revised: May 26, 2015

Revised: February 16, 2016

Revised: June 16, 2026

The *School Act* states that a Board must meet as often as is necessary to transact its business and must establish procedures governing the conduct of its meetings. A written copy of those procedures must be available to the public.

## Regular and Special Meetings

The Board will conduct regular or special meetings at which all formal and legal business of the Board will be conducted. Regular meetings, scheduled in advance by the Board, shall be held monthly during the school year, usually on the third or fourth Tuesday of the month. An additional special meeting may be held at any time with the consent of all Trustees present at a properly called meeting of the Board, or if all Trustees holding office waive notice. Meetings will be held in July and August at the call of the Chair of the Board for urgent business only.

On the written request of a majority of Trustees, the Chair or the Secretary Treasurer may call special meetings on dates other than those of regularly scheduled meetings. All Trustees must be provided written notice no less than 24-hours in advance of the special meeting. No business other than that for which the meeting was called shall be conducted at such a special meeting.

Individual Trustees or groups of Trustees may also meet at working sessions, seminars, discussions with members of the public or staff, or as committees. Such gatherings and meetings are not considered meetings of the Board, and no official action of the Board may be taken on such occasions.

Trustee Seminars will be scheduled at least four times during the school year. Seminars will be of an informal discussion session with the Superintendent of Schools and District Senior Staff. No minutes will be taken.

## In-Camera Meetings

Meetings of the Board are open to the public unless, in the opinion of the Board, the public interest so requires that persons other than Trustees should be excluded from a meeting. Such matters include those where privacy of employees, students, parents, or others need to be respected or matters subject to negotiations (e.g., labour contracts, property or land) or litigation. The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision. Minutes of such meetings shall be kept in the same manner as those of a regular meeting

but shall be approved or amended only in an in-camera session. Minutes of in-camera meetings shall be filed separately from those of regular meetings.

Board members and other persons attending the session are honour bound not to disclose the substance of deliberations at such sessions. The Board will prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions made at in-camera meetings. The record will be open for inspection by members of the public by appointment with the Secretary Treasurer.

## **Inaugural Meeting**

The inaugural meeting will be scheduled no earlier than the first Monday after November 1<sup>st</sup> in a general school election year. Immediately following the swearing-in of Trustees-elect, the Secretary Treasurer or the Secretary Treasurer's designate shall act as temporary Chair to call the meeting to order. After ascertaining that the credentials of those seated at the Board table are in order, the Secretary Treasurer shall call for nominations for the position of Chair of the Board for the ensuing year. If there is more than one (1) nomination, the election shall proceed by secret ballot. When the election has been concluded, the newly elected Chair of the Board shall preside at the inaugural meeting.

The Board shall then conduct such business as is pertinent and urgent, including election of the Vice-Chair of the Board. Provision will also be made for Trustees to indicate committee preferences to the Chair.

## **Audiovisual Recording of Regular and Special Meetings**

Regular and special public meetings of the Board may be recorded with audiovisual equipment.

- a) Public meetings of the Board of Education may be recorded by any member of the public, provided that notice is given by the Board of Education in advance of the meeting. This notice must be included as a notation to the Board of Education agenda and announced at the beginning of the meeting.
- b) Audiovisual recording (including live streaming) is strictly limited to the Board of Education's proceedings.
- c) The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.
- d) Personal recordings of board meetings are not the property or responsibility of the Board of Education. Any resulting audiovisual recording is not considered an official record of the meeting, and the Board of Education is under no obligation to accept personal recordings as such.
- e) At no time may recording disrupt the view or hearing of attendees.

- f) At no time may recording disrupt the proceedings of the meeting.
- g) Requests made by an individual member of the public, who is not a Trustee, not to be recorded should be directed to the Chair in advance of the meeting. The Chair will communicate to the gallery accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- h) Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
- i) There will be no recording of tablet screens or digital resources used at the Board of Education table, excluding public presentation materials.
- j) The Board of Education reserves the right to request that any recording that disrupts its proceedings or contravenes this, or any other Board of Education policy, be stopped immediately. The minutes of the meeting will record that such direction was given.
- k) Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board of Education will review the use and may take action to request that the recording be deleted/destroyed.
- l) Any violations of these procedures are the sole responsibility of the individuals who make and distribute the recording and the Board of Education accepts no responsibility for the quality, completeness, misuse, distortion, distribution, maintenance, access, preservation or destruction of such recordings.

## Notice of Meeting

Notice of all meetings will be posted on the School District website. Except for meetings called with less than 24 hours' notice, the notice will be posted at least 24 hours in advance of the meeting.

## Time and Place of Meetings

Regular meetings of the Board of Education will be held in the Board Room and will begin at 6:30 p.m., unless otherwise decided by the Board of Education. No regular or special meeting, nor combination thereof, will remain in session longer than three (3) hours, except by resolution of the Board of Education.

## Meeting Agendas

The Secretary Treasurer in consultation with the Board Chair and Vice Chair and the Superintendent of Schools will prepare an agenda for each Board of Education meeting. The Secretary Treasurer will endeavour to provide the agenda and supporting materials for each Trustee 120 hours (Thursday) in advance of the meeting and no later than 24 hours

prior to each regular meeting. Delivery of an agenda will constitute notice of meeting. The agenda package will be made available to the public on the School District website once the package has been delivered to Trustees.

Trustees who wish to have items included on the Public Board agenda may make a Notice of Motion at the Public Board meeting or may request the addition of the item to the Board Chair or Secretary Treasurer at least one (1) week in advance of the meeting.

Trustee motions that are presented at a Public Board Meeting and that are subject to a vote should normally be introduced for discussion purposes at least one meeting prior to the meeting at which they are voted upon. The Board of Education may suspend the application of the above noted procedural requirement upon a motion approved by a two-thirds vote of Trustees present and entitled to vote on the motion at issue.

## Order of Business for Regular Meetings

The order in which the Board of Education transacts its business at regular meetings will be substantially as follows:

Call to Order  
Adoption of Agenda  
Approval of Minutes  
Business Arising from the Minutes  
Public Questions/Comments  
Educational Presentation Delegations  
Correspondence from the Board  
Action Items  
Information and Proposals  
Committee Reports  
Superintendent's Report  
Trustees' Reports/Highlights  
Future Meetings  
Public Question & Comment Period  
Adjournment.

Prior to the agenda being voted on and adopted by trustees, it is subject to amendment by majority vote. After an agenda has been adopted by trustees, no change can be made in it except by a two-thirds majority vote.

## Quorum

A quorum for all Public, Special and In Camera Board meetings will be a majority of Trustees holding office at that time. At the appointed time for commencement of a meeting, the Chair will ascertain that a quorum is present before proceeding to the business of the meeting. No business of the Board of Education will be conducted unless a quorum is present.

## Rules of Order at Regular Meetings

It is the intention of the Board of Education that its meetings be conducted in a dignified and efficient manner. Rules of order will be applied as a means of assisting with the conduct of Board of Education business without providing undue formality or hindering useful discussion.

Except where otherwise provided in the *School Act* or in Board of Education policy, the procedures included in *Robert's Rules of Order (Newly Revised)* govern the conduct of meetings. The Secretary Treasurer will serve as parliamentarian, providing procedural advice to the Board.

## Time Limits on Speech

Trustees speaking at a Board meeting will adhere to the following rules:

- a) A Trustee may ask questions of clarification about the matter under consideration. Questions of clarification will not be counted in the time allotted for speaking to the question;
- b) A Trustee may speak to a question, or may speak in reply, for a maximum of three (3) minutes;
- c) After all other Trustees have had an opportunity to speak, Trustees may speak to a question, or may speak in reply for a second time for a further three (3) minutes;
- d) Trustees may only speak for a third time with the permission of the Chair of the meeting.

## Attendance

Trustees are expected to attend all scheduled meetings of the Board of Education. Meeting attendance for Public Board Meetings and Standing Committee Meetings will be taken and made public by September of each year. Attendance will be recorded as:

Present Absent  
Absent – Illness Absent – Personal  
Absent – Leave of the Board of Education

## Telephone and Electronic Participation

In accordance with Section 67 (6) of the *School Act*, the Board of Education will allow Trustees to participate in or attend a meeting of the Board of Education by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to clearly communicate with each other. The Board of Education believes that Trustees must be publicly accessible and accountable to the electorate. Therefore, this form of participation should be used sparingly and only under extenuating circumstances including, but not limited to, illness, family emergency, unavoidable travel, and extreme weather conditions. A Trustee participating in this way will be counted for the purposes of establishing a quorum.

## Public Question/Comment Periods

While the Board of Education believes that communication with the public is important, the regular Board of Education meeting is the formally designated means of transacting Board of Education business and is not the appropriate setting for general discussion. Please view the [Public Participation Framework](#) that is designed to assist any public participation process. The Board of Education will provide two periods during the Public Board Meeting to hear questions and comments.

1. Public Questions/Comments prior to Public Board Meetings: Prior to the Public Board Meeting, members of the public can provide comments on items related to the agenda by emailing [publiccomments@sd44.ca](mailto:publiccomments@sd44.ca) or calling 604-998-5100 and leaving a voice mail by no later than 1 p.m. on the day of the meeting. All input received by the specified time will be shared with Trustees electronically. The Chair will read out the first 300 words of each comment(s) during the Public Questions/Comments at the beginning of the meeting; however, this agenda item has a time limit of 10 minutes.

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

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

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

## Delegations at Meetings

As a vehicle for affirming its policy of open Board-community relations and the rights of citizens to make their views known to the Board of Education, delegations can express such views at regular Board of Education meetings or a Standing Committee meeting. Since issues can be considered and deliberated in more detail at the Committee level, whenever possible, the delegation may be requested to present at a Standing Committee meeting that relates to the topic.

Requests for delegations at a regular Board of Education meeting should be made in writing at least two weeks in advance to either the Board Chair or the Secretary Treasurer. Requests to Standing Committees should be sent to the attention of the Secretary Treasurer at least two (2) weeks in advance.

A written statement outlining the issues should be presented at the time of the request for an

appointment. Each delegation will be requested to name a spokesperson that will present the information to the Board of Education or Standing Committee and act as a contact person to whom the Board of Education may direct a reply at a later date. The delegation will be expected to limit any presentation to ten (10) minutes, followed by questions and comments. The Board of Education will ordinarily take the presentation under advisement and may take action after due deliberation, usually at a subsequent meeting. If circumstances warrant, the Board of Education may receive such delegation "in camera".

If a delegation has already presented its brief at a Board of Education and/or Standing Committee meeting, its request to appear again before the Board of Education and / or Standing Committee may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary Treasurer.

## Minutes of Board Meetings

The Secretary Treasurer will record proceedings of all Board of Education meetings and keep on file the official copy of the minutes as well as necessary associated background materials. The minutes will contain a record of official actions taken and the general nature of the discussions for background purposes only but will not contain an account of comments or opinions expressed by individual Trustees. Wherever reasonable, Board of Education resolutions should include a complete record of recommendations acted upon or actions intended. A draft summary of motions will be posted on the School District website within three (3) days of the Board of Education meeting, whenever possible. Minutes of regular meetings will be available on the School District's website after they have been approved by the Board of Education (after the next Board of Education meeting). Copies may be obtained for an appropriate fee, in compliance with the *School Act*.

## 104 Board of Education – Meetings

Revised: September 21, 2001  
Revised: September 28, 2004  
Revised: October 24, 2007 (References to Board of Trustees changed to Board of Education)  
Revised: June 23, 2010  
Revised: May 26, 2015  
Revised: February 16, 2016  
Revised: June 16, 2026

### Policy

The *School Act* states that a Board must meet as often as is necessary to transact its business and must establish procedures governing the conduct of its meetings. A written copy of those procedures must be available to the public.

### Regular and Special Meetings

The Board **will** conduct regular or special meetings at which all formal and legal business of the Board will be conducted. Regular meetings, scheduled in advance by the Board, shall be held monthly during the school year, usually on the third or fourth Tuesday of the month. An additional special meeting may be held at any time with the consent of all Trustees present at a properly called meeting of the Board, or if all Trustees holding office waive notice. Meetings will be held in July and August at the call of the Chair of the Board for urgent business only.

On the written request of a majority of Trustees, the Chair or the Secretary Treasurer may call special meetings on dates other than those of regularly scheduled meetings. All Trustees must be provided written notice no less than 24-hours in advance of the special meeting. No business other than that for which the meeting was called shall be conducted at such a special meeting.

Individual Trustees or groups of Trustees may also meet at working sessions, seminars, discussions with members of the public or staff, or as committees. Such gatherings and meetings are not considered meetings of the Board, and no official action of the Board may be taken on such occasions.

Trustee Seminars will be scheduled **at least four times each month** during the school year. Seminars will be of an informal discussion session with the Superintendent of Schools **and District Senior Staff. Board Chair setting the dates and agenda in consultation with Trustees.** No minutes will be taken.

### In-Camera Meetings

Meetings of the Board are open to the public unless, in the opinion of the Board, the public interest so requires that persons other than Trustees should be excluded from a meeting. Such matters include those where privacy of employees, students, parents, or others need to be respected or matters subject to negotiations (e.g., labour contracts, land sales) or litigation. The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision. Minutes of such meetings shall be kept in the same manner as those of a regular meeting but shall be approved or amended only in an in-camera session. Minutes of in-camera meetings shall be filed separately from those of regular meetings.

The Board will prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions made at in-camera meetings. The record will be open for inspection by members of the public by appointment with the Secretary Treasurer.

Policy 104  
Page 1 of 2

**Inaugural Meeting**

The inaugural meeting will be scheduled no earlier than the first Monday after November 1<sup>st</sup> in a general school election year. Immediately following the swearing-in of Trustees-elect, the Secretary Treasurer or the Secretary Treasurer’s designate shall act as temporary Chair to call the meeting to order. After ascertaining that the credentials of those seated at the Board table are in order, the Secretary Treasurer shall call for nominations for the position of Chair of the Board for the ensuing year. If there is more than one (1) nomination, the election shall proceed by secret ballot. When the election has been concluded, the newly elected Chair of the Board shall preside at the inaugural meeting.

The Board shall then conduct such business as is pertinent and urgent, including election of the Vice-Chair of the Board. Provision will also be made for Trustees to indicate committee preferences to the Chair.

~~Refer to Board Policy 101: Board of Education—Role and Function for procedures surrounding the annual election of the Chair and Vice-Chair.~~

**Audiovisual Recording of Regular and Special Meetings**

Regular and special public meetings of the Board may be recorded with audiovisual equipment in accordance with the corresponding administrative procedures for Policy 104.

The Board shall adopt administrative procedures for conduct of its regular, special, and standing committee meetings and will review these on an annual basis.

~~Annual Review of Policy~~

~~The Board will review this Policy on an annual basis.~~

Commented [EH1]: Covered in policy 103

## **POLICY 104: BOARD OF EDUCATION - MEETINGS**

### **ADMINISTRATIVE PROCEDURES**

#### *General Operating Procedures for Board Meetings*

#### **Notice of Meeting**

Notice of all meetings will be posted on the School District website. Except for meetings called with less than 24 hours' notice, the notice will be posted at least 24 hours in advance of the meeting.

#### **Time and Place of Meetings**

Regular meetings of the Board of Education will be held in the Board Room and will begin at 6:30 p.m., unless otherwise decided by the Board of Education. No regular or special meeting, nor combination thereof, will remain in session longer than three (3) hours, except by resolution of the Board of Education.

#### **Meeting Agendas**

The Secretary Treasurer in consultation with the Board Chair and Vice Chair and the Superintendent of Schools will prepare an agenda for each Board of Education meeting. The Secretary Treasurer will endeavour to provide the agenda and supporting materials for each Trustee 120 hours (Thursday) in advance of the meeting and no later than 24 hours prior to each regular meeting. Delivery of an agenda will constitute notice of meeting. The agenda package will be made available to the public on the School District website once the package has been delivered to Trustees.

Trustees who wish to have items included on the Public Board agenda may make a Notice of Motion at the Public Board meeting or may request the addition of the item to the Board Chair or Secretary Treasurer at least one (1) week in advance of the meeting.

Trustee motions that are presented at a Public Board Meeting and that are subject to a vote should normally be introduced for discussion purposes at least one meeting prior to the meeting at which they are voted upon. The Board of Education may suspend the application of the above noted procedural requirement upon a motion approved by a two-thirds vote of Trustees present and entitled to vote on the motion at issue.

#### **Order of Business for Regular Meetings**

The order in which the Board of Education transacts its business at regular meetings will be substantially as follows:

- Call to Order
- Adoption of Agenda
- Approval of Minutes
- Business Arising from the Minutes
- Public Questions/Comments
- Educational Presentation
- Delegations
- Correspondence from the Board
- Action Items
- Information and Proposals
- Committee Reports
- Superintendent's Report
- Trustees' Reports/Highlights

Future Meetings  
Public Question & Comment Period  
Adjournment.

Prior to the agenda being voted on and adopted by trustees, it is subject to amendment by majority vote. After an agenda has been adopted by trustees, no change can be made in it except by a two-thirds majority vote.

### **Quorum**

A quorum for all Public, Special and In Camera Board meetings will be a majority of Trustees holding office at that time. At the appointed time for commencement of a meeting, the Chair will ascertain that a quorum is present before proceeding to the business of the meeting. No business of the Board of Education will be conducted unless a quorum is present.

### **Rules of Order at Regular Meetings**

It is the intention of the Board of Education that its meetings be conducted in a dignified and efficient manner. Rules of order will be applied as a means of assisting with the conduct of Board of Education business without providing undue formality or hindering useful discussion.

Except where otherwise provided in the *School Act* or in Board of Education policy, the procedures included in *Robert's Rules of Order (Newly Revised)* govern the conduct of meetings. The Secretary Treasurer will serve as parliamentarian, providing procedural advice to the Board.

### **Time Limits on Speech**

Trustees speaking at a Board meeting will adhere to the following rules:

- a) A Trustee may ask questions of clarification about the matter under consideration. Questions of clarification will not be counted in the time allotted for speaking to the question;
- b) A Trustee may speak to a question, or may speak in reply, for a maximum of three (3) minutes;
- c) After all other Trustees have had an opportunity to speak, Trustees may speak to a question, or may speak in reply for a second time for a further three (3) minutes;
- d) Trustees may only speak for a third time with the permission of the Chair of the meeting.

### **Attendance**

Trustees are expected to attend all scheduled meetings of the Board of Education. Meeting attendance for Public Board Meetings and Standing Committee Meetings will be taken and made public by September of each year. Attendance will be recorded as:

Present  
Absent  
Absent – Illness  
Absent – Personal  
Absent – Leave of the Board of Education

### **Telephone and Electronic Participation**

In accordance with Section 67 (6) of the *School Act*, the Board of Education will allow Trustees to participate in or attend a meeting of the Board of Education by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to clearly communicate with each other. The Board of Education believes that Trustees must be publicly accessible and accountable to the electorate. Therefore, this form of participation should be used sparingly and only under extenuating

circumstances including, but not limited to, illness, family emergency, unavoidable travel, and extreme weather conditions. A Trustee participating in this way will be counted for the purposes of establishing a quorum.

### **In-Camera Meetings**

As per Section 69 of the School Act, if, in the opinion of the Board, the public interest so requires, persons other than trustees may be excluded from a meeting. Notwithstanding this, the Superintendent or Secretary Treasurer must be present at the time that a decision of the Board is rendered and must record any decision.

Unless otherwise determined by the Board, legal, student, personnel, and property issues, which require confidentiality, will be closed sessions.

The Board Chair, Vice-Chair, Superintendent and Secretary Treasurer will determine items on the agenda for each closed meeting, subject to Board approval.

The Board will only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session are honour bound not to disclose the substance of deliberations at such sessions. A record of in-camera Board meetings will be provided to the public.

### **Public Question/Comment Periods**

While the Board of Education believes that communication with the public is important, the regular Board of Education meeting is the formally designated means of transacting Board of Education business and is not the appropriate setting for general discussion. Please view the [Public Participation Framework](#) that is designed to assist any public participation process. The Board of Education will provide two periods during the Public Board Meeting to hear questions and comments.

1. Public Questions/Comments prior to Public Board Meetings: Prior to the Public Board Meeting, members of the public can provide comments on items related to the agenda by emailing [publiccomments@sd44.ca](mailto:publiccomments@sd44.ca) or calling 604-998-5100 and leaving a voice mail by no later than 1 p.m. on the day of the meeting. All input received by the specified time will be shared with Trustees electronically. The Chair will read out the first 300 words of each comment(s) during the Public Questions/Comments at the beginning of the meeting; however, this agenda item has a time limit of 10 minutes.

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

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

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

### **Delegations at Meetings**

As a vehicle for affirming its policy of open Board-community relations and the rights of citizens to make their views known to the Board of Education, delegations can express such views at regular Board of Education meetings or a Standing Committee meeting. Since issues can be considered and deliberated in

North Vancouver School District

Policy 104: Board of Education – Meetings - Administrative Procedures

April 13, 2026

Page 3 of 5

more detail at the Committee level, whenever possible, the delegation may be requested to present at a Standing Committee meeting that relates to the topic.

Requests for delegations at a regular Board of Education meeting should be made in writing at least two (2) weeks in advance to either the Board Chair or the Secretary Treasurer. Requests to Standing Committees should be sent to the attention of the Secretary Treasurer at least two (2) weeks in advance.

A written statement outlining the issues should be presented at the time of the request for an appointment. Each delegation will be requested to name a spokesperson that will present the information to the Board of Education or Standing Committee and act as a contact person to whom the Board of Education may direct a reply at a later date. The delegation will be expected to limit any presentation to ten (10) minutes, followed by questions and comments. The Board of Education will ordinarily take the presentation under advisement and may take action after due deliberation, usually at a subsequent meeting. If circumstances warrant, the Board of Education may receive such delegation "in camera".

If a delegation has already presented its brief at a Board of Education and/or Standing Committee meeting, its request to appear again before the Board of Education and / or Standing Committee may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary Treasurer.

### **Minutes of Board Meetings**

The Secretary Treasurer will record proceedings of all Board of Education meetings and keep on file the official copy of the minutes as well as necessary associated background materials. The minutes will contain a record of official actions taken and the general nature of the discussions for background purposes only but will not contain an account of comments or opinions expressed by individual Trustees. Wherever reasonable, Board of Education resolutions should include a complete record of recommendations acted upon or actions intended. A draft summary of motions will be posted on the School District website within three (3) days of the Board of Education meeting, whenever possible. Minutes of regular meetings will be available on the School District's website after they have been approved by the Board of Education (after the next Board of Education meeting). Copies may be obtained for an appropriate fee, in compliance with the *School Act*.

### **Audiovisual Recording of Regular and Special Meetings**

- a) Public meetings of the Board of Education may be recorded by any member of the public, provided that notice is given by the Board of Education in advance of the meeting. This notice must be included as a notation to the Board of Education agenda and announced at the beginning of the meeting.
- b) Audiovisual recording (including live streaming) is strictly limited to the Board of Education's proceedings.
- c) The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.
- d) Personal recordings of board meetings are not the property or responsibility of the Board of Education. Any resulting audiovisual recording is not considered an official record of the meeting, and the Board of Education is under no obligation to accept personal recordings as such.
- e) At no time may recording disrupt the view or hearing of attendees.
- f) At no time may recording disrupt the proceedings of the meeting.

- g) Requests made by an individual member of the public, who is not a Trustee, not to be recorded should be directed to the Chair in advance of the meeting. The Chair will communicate to the gallery accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- h) Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
- i) There will be no recording of tablet screens or digital resources used at the Board of Education table, excluding public presentation materials.
- j) The Board of Education reserves the right to request that any recording that disrupts its proceedings or contravenes this, or any other Board of Education policy, be stopped immediately. The minutes of the meeting will record that such direction was given.
- k) Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board of Education will review the use and may take action to request that the recording be deleted/destroyed.
- l) Any violations of these procedures are the sole responsibility of the individuals who make and distribute the recording and the Board of Education accepts no responsibility for the quality, completeness misuse, distortion, distribution, maintenance, access, preservation or destruction of such recordings.

# Policy 110 Board of Education – Delegation of Authority

Adopted: [Month, Date, Year]

The Board of Education of School District No. 44 (North Vancouver) (“The Board”) operates in accordance with the British Columbia *School Act*, which permits the Board to delegate certain responsibilities and powers.

## Delegation of Authority

The Board delegates to the Superintendent the authority to carry out the day-to-day management and operation of the school district. This includes the authority to do any act or exercise any power of the Board, except for those matters that, in accordance with legislation, cannot be delegated.

## Role of the Board

The Board retains responsibility for:

- Governance, strategic direction, and oversight;
- Approval of policies, bylaws, and the annual budget;
- Decisions required by legislation to remain with the Board; and,
- Matters identified in Board policy as requiring Board approval.

The Board is responsible for establishing the vision, mission, values, and strategic priorities of the school district.

## Role of the Superintendent

The Superintendent is responsible for:

- Implementing Board direction and decisions;
- Managing the day-to-day operations of the school district;
- Developing and maintaining administrative procedures to implement Board policy and fulfill legislative requirements;
- Ensuring the effective and efficient operation of the school district; and,
- Keeping the Board informed of significant developments, risks, and emerging issues.

## Administrative procedures

The Superintendent is directed to develop and maintain administrative procedures necessary to implement Board policy and to fulfill obligations arising from federal and provincial legislation.

## Matters requiring Board awareness

The Board expects that:

- Significant or emerging issues, including new provincial, regional, or local obligations, are brought forward to the Board for awareness, discussion, and determination of decision-making authority.

## Absence of policy/urgent decisions

In situations where:

- There is no existing Board policy; and
- An immediate decision is required to ensure student or staff safety, legal compliance, or continuity of operations

The Superintendent will:

- Make the decision using reasonable judgment and in alignment with Board direction and foundational statements;
- Consult with the Board Chair when feasible;
- Inform the Board as soon as practicable, and report at the next regular Board meeting; and,
- Identify whether a new or revised policy may be required to guide future decisions.

## Guiding principle

All actions taken under this delegated authority will reflect the Board's vision, mission, values, and its commitment to student success and well-being.

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

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Board Committees and Trustee Liaison Assignments**

**Narration:**

In accordance with [Policy 102: Board of Education - Committees and Representation](#), the Board of Education shall review annually all Trustee representational assignments. Subject to approval of the Board of Education, the Board Chair may appoint Trustees to represent the perspective of the Board to external organizations or agencies.

Trustees were requested to share their preferences for assignments and forward to the Board Chair for consideration. These appointments are effective September 2026, for the start of the new school year.

The list of assignments and appointments, as attached, are presented to the Board of Education for approval at this meeting.

**Attachment:**  
Trustee Assignments

**RECOMMENDED MOTION:**

That the Board approve the Chair's appointments of Trustees as attached to this Administrative Memorandum of June 16, 2026, and make the appointments effective September 8, 2026.

**TRUSTEE ASSIGNMENTS**  
**Effective September 2026**

|   | <b>Number of Trustees</b> | <b>Trustees(s)</b>                                |
|---|---------------------------|---|
| <b>PROVINCIAL</b>   |                           |   |
| British Columbia Public School Employers' Association                     | 1 + Alt (Elected)         | Kulvir Mann, Cyndi Gerlach (Alt)                  |
| British Columbia School Trustees Association                              | 1 + Alt (Elected)         | Lailani Tumaneng, George Tsiakos (Alt)            |
| <b>MUNICIPAL / LOCAL</b>  |                           |   |
| <b>Assignments</b>  |                           |   |
| CNV Advisory Planning Commission  | 1                         | Lailani Tumaneng                                  |
| CNV Integrated Transportation Committee                                   | 1                         | Antje Wilson                                      |
| DNV North Shore Standing Committee on Substance Use                       | 1                         | Kulvir Mann                                       |
| North Shore Table Matters Network   | 2                         | Linda Munro, George Tsiakos                       |
| Vancouver Coastal Health - North Shore Local Governance Liaison Committee | 1                         | Cyndi Gerlach                                     |
| <b>SCHOOL DISTRICT / INTERNAL</b>   |                           |   |
| Board Chair   | Elected                   | Antje wilson                                      |
| Board Vice Chair  | Elected                   | Daniel Anderson                                   |
| Audit Committee   | 3                         | Daniel Anderson, George Tsiakos, Lailani Tumaneng |
| Arts Education Advisory Committee   | 1                         | George Tsiakos                                    |
| Artists for Kids Management Committee                                     | 1                         | Cyndi Gerlach                                     |
| Capital Planning Committee  | 1                         | Kulvir Mann                                       |
| Communications Committee  | 1                         | George Tsiakos                                    |
| Education Week Planning Committee   | 2                         | Lailani Tumaneng, Antje Wilson                    |
| Emergency Preparedness Committee  | 2                         | Daniel Anderson, Linda Munro                      |
| French Advisory Committee   | 1                         | Kulvir Mann                                       |
| Inclusion Committee   | 2                         | Cyndi Gerlach                                     |
| Policy Review Committee   | 2                         | Daniel Anderson, Antje Wilson                     |
| Safe and Healthy Schools Committee  | 1                         | Cyndi Gerlach                                     |
| School Calendar Committee   | 2                         | Daniel Anderson, Lailani Tumaneng                 |
| Sustainability Committee  | 2                         | Kulvir Mann, Linda Munro                          |
| <b>PARTNER LIAISON ASSIGNMENTS</b>  |                           |   |
| District Student Leadership Council Liaison                               | 2                         | George Tsiakos, Antje Wilson                      |
| North Vancouver Parent Advisory Council Liaison                           | 1                         | Daniel Anderson                                   |
| Presidents' Council   | 1                         | Board Chair                                       |
| <b>SCHOOL DISTRICT RECRUITMENT ASSIGNMENTS</b>                            |                           |   |
| Screening and Selection of Assistant Superintendent & Directors           | 1                         | Linda Munro                                       |
| Screening and Selection of Principals                                     | 1 + Alt                   | Cyndi Gerlach, Kulvir Mann (Alt.)                 |
| Screening and Selection of Vice Principals                                | 1 + Alt                   | Antje Wilson, Lailani Tumaneng (Alt.)             |
| <b>TRUSTEE LIAISON ASSIGNMENTS - FAMILY OF SCHOOLS</b>                    |                           |   |
| Argyle (Boundary, Lynn Valley, Ross Road, Upper Lynn)                     |                           | Daniel Anderson                                   |
| Carson Graham (Larson, Queen Mary, Westview)                              |                           | Lailani Tumaneng                                  |
| Handsworth (Canyon Heights, Cleveland, Highlands, Montroyal)              |                           | Kulvir Mann                                       |
| Mountainside (Online Learning, Braemar, Capilano, Carisbrooke, Norgate)   |                           | Cyndi Gerlach                                     |
| Seycove (Cove Cliff, Dorothy Lynas, Sherwood Park)                        |                           | George Tsiakos                                    |
| Sutherland (Brooksbank, Eastview, Queensbury, Ridgeway)                   |                           | Antje Wilson                                      |
| Windsor (Blueridge, Lynnmour, Seymour Heights)                            |                           | Linda Munro                                       |

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

**Meeting Date:** June 16, 2026  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **School Fees for 2026/27**

**Narration:**

**Elementary School Fees**

In accordance with the *School Act* s. 82 (3), Boards of Education may charge supplementary fees to students and parents for goods and services provided by the board. The North Vancouver School District Board of Education has developed Policy 706: School Fees, incorporating the requirements and provisions of the legislation and detailing administrative procedures for establishing and communicating school fees. The policy is reviewed on an ongoing basis to ensure consistency with changes in legislation, to reduce ambiguity in interpretation, and to support appropriate implementation.

Policy 706 requires that each North Vancouver elementary school annually establish a schedule of fees. Elementary school fees are developed and reviewed each spring, in order to provide to the school communities in advance of the following school year.

The process for developing school fees requires school administrators to consult with appropriate staff, students and parents (through the parent advisory council), and to establish supplementary fees at the minimum level necessary to recover the cost of the activity/material. The Superintendent of Schools annually reviews the schedules of school fees for consistency across the school district.

Each spring, the schedule of fees for the following school year is provided to Trustees for information. Accordingly, the *Schedule of Supplementary Elementary School Fees 2026/27* for the North Vancouver School District is attached.

**Attachment:**

*School District No. 44 (North Vancouver) Schedule of Supplementary Elementary School Fees 2026/27*



## Schedule of Supplementary Elementary School Fees 2026/27

Policy 706: School Fees requires the Superintendent of Schools to review annually the schedule of school fees for all schools and to provide this schedule to Trustees for their information. Listed below is an overview of the Supplementary Elementary School Fees established for the 2026/27 school year.

### A. ELEMENTARY SCHOOLS SUPPLEMENTARY FEES

Supplementary Elementary School Fees have been developed at each individual school through a consultative process that involves the school principal, staff, and parents of the school community, and includes a presentation of proposed fees at a Parent Advisory Council (PAC) meeting. The following identifies the fee categories and, where supplementary fees are charged, the range of fee amounts that have been established at elementary schools across the school district for the 2026/27 school year.

|   | <u>Range:</u>     |
|---|-------------------|
| Materials used in special projects<br>(intended for student to take home for personal use or as a gift)   | \$8.00 - \$41.80  |
| Student Planners  | \$6.80 - \$13.50  |
| Enrichment Learning Activities (e.g., gymnastics, tennis, dance, etc.)  | \$10.00 - \$43.90 |
| Field Trips (cost recovery on trip-by-trip basis)   |                   |
| Athletic Fees (\$5 per student per sport including Cross Country, Track & Field, Tripleball, Floorball & Basketball. These fees are participant specific and are to offset the program costs) |                   |

*"School Supplies" Some elementary schools offer or facilitate the purchase of a "School Supplies" package. This is offered to families as an optional, convenience service, on a cost-recovery basis. Where this occurs, families may alternately choose to purchase school supplies on their own and a supplies list will be provided.*

Each NVSD school will post their supplementary school fees for 2026/27 on their individual school website or will publish the fees in their school newsletter. Fees are charged **only** for materials or activities that are supplemental to what is required to sufficiently meet the province's general requirements for graduation.



**B. ELEMENTARY DISTRICT PROGRAM FEES**

**Band and Strings Program:**

|  |                             |
|--|-----------------------------|
| Registration from January 12 – February 27, 2026     | Registration Fee: \$ 555.00 |
| Late Registration from March 13 – September 29, 2026 | Registration Fee: \$ 630.00 |

**Cheakamus Centre Programs:**

|   |           |
|---|-----------|
| Grade 3 Longhouse – Skw’une was Indigenous Cultural Program – 1 Day | \$ 93.00  |
| Grade 3 Longhouse – Skw’une-was Indigenous Cultural Program – 2 Day | \$ 165.00 |
| Grade 4 Outdoor School Program – 3 Day                              | \$ 267.00 |
| Grade 6 Outdoor School Program – 4 Day                              | \$ 373.00 |

Supplementary fees for NVSD Elementary District Programs are posted on the respective Program pages on the North Vancouver School District's website [www.sd44.ca](http://www.sd44.ca)

**Schedule ..Ç?...**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Policy on Learning, Technology, and Student Well-Being**

**Narration:**

The Board of Education is considering implementation of a new policy regarding learning, technology, and student well-being.

Alignment with both the School District No. 44 and the Provincial Online Learning School frameworks and codes of conduct are key considerations in the development of the policy. The draft Policy on Learning, Technology, and Student Well-Being is included in the Board's package for information.

**Attachment:**  
Draft Policy on Learning, Technology, and Student Well-Being

# XXX Learning, Technology, and Student Well-Being

Adopted: [Month, Date, Year]

## Policy Statement

The Board of Education of the North Vancouver School District (NVSD) affirms that in person, offline, and analog learning experiences are foundational to students' intellectual, social, and emotional development.

The Board recognizes that digital technologies, when used intentionally and appropriately, can support instruction and the development of digital literacy skills aligned with provincial curriculum. The use of such tools should support the development of critical thinking, creativity, and independent learning.

The Board expects that learning environments in both the classroom and school common spaces will reflect a learning-driven approach to technology use, where digital tools are used purposefully and in ways that enhance, rather than detract from, student learning, well-being, and human interaction.

This policy shall be implemented in a manner consistent with the NVSD's commitments to accessibility, inclusion, and equity. Students who require technology to support accessibility, health, or individualized learning needs will continue to be supported.

This policy affirms a balanced and evidence-informed approach and does not limit the professional judgment of educators. It reinforces the importance of learning environments that support focus, human connection, and meaningful engagement, while ensuring students continue to develop the digital competencies required for life beyond the classroom.

**Schedule ..C3...**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Policy 103: Board of Education – Policy Development & Review**

**Narration:**

The Board of Education is working to modernize the Series 100 Governance and Foundations policies and administrative procedures to clarify governance roles, strengthen strategic oversight, and ensure that policy structures reflect contemporary governance practices. Part of this work is to review individual policies and the accompanying procedure, where applicable, with the intent to streamline. In some cases, it is more effective and efficient to have an expanded, enhanced policy, that combines the policy and the administrative procedure in one document.

The draft revised Policy 103: Board of Education – Policy Development & Review has undergone this process and is included in the Board's package for information.

**Attachment:**  
Policy 103: Board of Education - Policy Development & Review

# 103 Board of Education - Policy Development & Review

Revised: September 25, 2001

Revised: October 24, 2007 (References to Board of Trustees changed to Board of Education)

Revised: April 24, 2018

Revised: January 23, 2024

Revised: June 19, 2026

One of the Board's primary responsibilities is the establishment, review, and monitoring of policy. The Board further believes that its policies are formal expressions of intent and must be based upon the Board's own [statements of Mandate, Vision, and Values](#) (Trust, Respect, Responsibility and Collaboration) and Strategic Plan. Board policies also reflect the community's views, represented by the elected trustees and informed through engagement with students, staff, parents, right holders, and partner groups. Formal publication of Board policy is necessary so that the community may hold the Board accountable.

Policies are adopted by the Board in order to govern the District in a manner consistent with the School Act and its regulations, ministerial orders, other legislation, and the school district's [Strategic Plan](#). It is the responsibility of the Board to establish a program of regular evaluation and consultation to review Board policies. The process of policy development and review shall include open and authentic communication between the Board and its students, staff, parents, and other members of the community.

Board policies establish the Board's governance expectations and desired outcomes. Administrative procedures, developed by the Superintendent, provide the operational direction necessary to implement Board policy.

Policies guide the actions of the Superintendent, who acts on the Board's behalf in monitoring the implementation of policies and administrative procedures.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board will develop policy in consultation with the Superintendent and Secretary Treasurer and may seek input from students, staff, parents, rights holders, partner groups, and members of the community as appropriate.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of

all other District policies and associated administrative procedures.

#### 4. Evaluation

The Board, in cooperation with the Superintendent and Secretary Treasurer, shall review each policy at least once per Board term to determine whether it remains relevant, effective, compliant with legislation, and aligned with the Board's Strategic Plan and priorities.

## Policy Development and Implementation

The following are considered criteria for exemplary Board policies:

- Policies prioritize enhancing student learning.
- Policies are consistent with the Board's [statements of Mandate, Vision, and Values](#)
- Policies are developed in response to a real need and are the result of a comprehensive consultative process.
- Policies are clearly written and are easily understood by those who reference them.
- Policies are precise enough to give guidance, but broad enough to allow appropriate discretionary action.
- Policies are current and up-to-date.
- Policies are readily available and accessible to anyone who wishes to reference them.
- Policies are deemed to be effective after regular review.

The Board will convene three times per school year to consider partner feedback, review existing board policies and to consider the creation of new policies with additional meetings called as needed.

1. A proposal to adopt, amend, or rescind a policy may be initiated by individual members of the Board, by the Superintendent or the Secretary Treasurer. The proposal, excluding Bylaws, must be tabled for initial consideration at a regular meeting of the Board. At this meeting, the Board will provide thirty (30) days' notice of its intention to consider and vote on the proposal at a subsequent regular meeting.
2. To be adopted, the proposal must be approved by a majority of the trustees present.
3. Proposed policies, amendments, or deletions will be presented to the Board in the following sequence:
  - Trustees who wish to have items included on the Public Board agenda may make a Notice of Motion at the Public Board meeting or may request the addition of the item to the Board Chair or Secretary Treasurer at least one (1) week in advance of the meeting. Trustee motions that are presented at a Public Board Meeting and that are subject to a vote, should normally be introduced for discussion purposes at least one meeting prior to the meeting at which they are voted upon. The Board of Education may suspend the application of the above noted procedural requirement upon a motion approved by a two-thirds vote of Trustees present and entitled to vote on the motion at issue.
4. When appropriate, the Superintendent and/or Secretary Treasurer shall seek legal advice on the intent and the wording of the policy.
5. Adoption of a policy statement shall be by Board motion.

6. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management, and operation of the District. Such decisions carry the weight of policy until such time as specific written policy is developed.
7. The Board may request the Superintendent to consult with stakeholders to form administrative procedures.
8. The Superintendent and Secretary Treasurer must develop administrative procedures and may develop other procedures as deemed necessary for the effective operation of the District; these must be in accordance with Board policies.
9. The Board may also repeal a policy and subsequently delegate Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure related to this matter.
10. The Superintendent must inform the Board of any changes to administrative procedures.
11. All Board policies and administrative procedures shall be posted on the District's website.
12. Policy development or review in accordance with legislated changes or ministerial orders shall be given high priority to meet the required deadline(s).

## Consultative Process

Upon receiving the draft proposed policy and prior to adopting the policy, the Board may use one or more of the following methods to solicit feedback:

- Establish ad hoc committees or working groups;
- Circulate a draft of the proposed or amended policy to representatives of partner groups, with timelines for feedback submission;
- Seek input from advisory committees, partner groups, or the broader community; and
- Use other engagement methods deemed appropriate by the Board.

The consultative process will be based upon the following principles:

- Involve all parties who can contribute to and/or are affected by the proposed policy.
- Characterized by openness, trust, integrity, and mutual respect for the points of view of all participants.
- Participants in a consultation process will be given clear mandates.
- Appropriate resources will be provided to enable participants to contribute fully to the consultation.
- The timelines for consultation will be clear so that participants can plan their involvement.
- Consultation will be scheduled to allow full participation.
- Consultation will not be used to affirm decisions already made.
- Participants will be informed of the results of the consultation.

**Resources**

- [Policy 106: Statements of Mandate, Vision, and Values](#)
- [North Vancouver School District - Vision, Values and Goals](#)
- [North Vancouver Board of Education – 10-Year Strategic Plan](#)

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## 103 Board of Education - Policy Development & Review

Revised: September 25, 2001  
Revised: October 24, 2007 (References to Board of Trustees changed to Board of Education)  
Revised: April 24, 2018  
Revised: January 23, 2024  
Revised: June 19, 2026

### Policy

One of the Board's primary ~~responsibilities~~ ~~functions~~ is the establishment, ~~review and~~ monitoring of policy. The Board further believes that its policies are ~~detailed formal~~ expressions of intent and must be based upon the Board's own ~~statements of Mandate, Vision, and Values~~ (Trust, Respect, Responsibility and Collaboration) ~~and Strategic Plan~~. Board policies also reflect the community's views, represented by the elected trustees ~~and informed through engagement with students, staff, parents, right holders, and partner groups~~ ~~with input from stakeholder groups~~. Formal publication of Board policy is necessary ~~in orders~~ that the community may hold the Board accountable.

Policies are adopted by the Board in order to ~~govern the District in a manner consistent with take actions~~ ~~consistent with~~ the School Act and its regulations, ministerial orders, other legislation, and the school district's ~~Strategic Plan~~. It is the responsibility of the ~~Superintendent of Schools and Secretary Treasurer~~ Board to establish a program of regular evaluation and consultation to review Board policies ~~through the Policy Review Committee~~. The process of policy development and review shall include open and authentic communication between the Board and its students, staff, parents, and other members of the community. ~~This communication shall ordinarily proceed through the representatives on the Policy Review Committee.~~

~~Board policies establish the Board's governance expectations and desired outcomes. Administrative procedures, developed by the Superintendent, provide the operational direction necessary to implement Board policy.~~

~~Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the District and the opportunity for the Superintendent to exercise professional judgment in the administration of the District.~~

~~Policies guide the actions of the Superintendent, who acts on the Board's behalf in monitoring the implementation of policies and administrative procedures.~~  
~~Policies guide the actions of the Superintendent, who acts on the Board's behalf in monitoring the implementation of policies and administrative procedures.~~

The Board shall adhere to the following stages in its approach to policy making:

#### 1. Planning

~~The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.~~

#### 2. Development

~~The Board will develop policy in consultation with the Superintendent and Secretary Treasurer and may seek input from students, staff, parents, rights holders, partner groups, and members of the community as appropriate. The Board will develop policy in consultation with the Superintendent and Secretary Treasurer and additional experts as required.~~

**Commented [EH1]:** With this expanded / enhanced policy, there is no need for the accompanying AP.

**Commented [AW2]:** changed function to responsibilities and included review of policies in our list of responsibilities.

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### 3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of all other District policies and associated administrative procedures.

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### 4. Evaluation

The Board, in cooperation with the Superintendent and Secretary Treasurer, shall evaluate review each policy at least once per Board term to determine whether it is meeting its intended purpose remains relevant, effective, compliant with legislation, and aligned with the Board's Strategic Plan and priorities.

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### Policy Development and Implementation

~~Following approval of a policy, the Superintendent assumes responsibility for implementing the policy. The process of implementation will include the development of written administrative procedures, appropriate communication, determination of any immediate actions required by the policy, and the establishment of long-term plans. In general, administrative procedures are not subject to approval by the Board, except changes to administrative procedures under the Series 100. The Superintendent will inform the Board of changes to Administrative Procedures for their awareness as part of the Public Board Meeting.~~

~~A program of regular evaluation of the effectiveness of policies shall be undertaken by the Superintendent who will report findings to the Board from time to time.~~

### Criteria for Exemplary Policy

The following are considered criteria for exemplary Board policies:

- Policies prioritize enhancing student learning.
- Policies are consistent with the Board's [statements of Mandate, Vision, and Values](#)
- Policies are developed in response to a real need and are the result of a comprehensive consultative process.
- Policies are clearly written and are easily understood by those who reference them.
- Policies are precise enough to give guidance, but broad enough to allow appropriate discretionary action.
- Policies are current and up-to-date.
- Policies are readily available and accessible to anyone who wishes to reference them.
- Policies are deemed to be effective after regular review.

~~Policy development and approval will occur over a series of regular Board meetings where direction and/or opportunities for a consultation process may be provided, with review and possible amendment as follows: The Board will convene three times per school year to consider partner feedback, review existing board policies and to consider the creation of new policies with additional meetings called as needed.~~

1. A proposal to adopt, amend, or rescind a policy may be initiated by individual members of the Board, or by the Superintendent or the Secretary Treasurer. The proposal, excluding Bylaws, must be tabled for initial consideration at a regular meeting of the Board. At this meeting, the Board will provide thirty (30)

Policy 103  
Page 2 of 5

days' notice of its intention to consider and vote on the proposal at a subsequent regular meeting.

2. To be adopted, the proposal must be approved by a majority of the trustees present.
3. Proposed policies, amendments, or deletions will be presented to the Board in the following sequence:

Trustees who wish to have items included on the Public Board agenda may make a Notice of Motion at the Public Board meeting or may request the addition of the item to the Board Chair or Secretary Treasurer at least one (1) week in advance of the meeting. Trustee motions that are presented at a Public Board Meeting and that are subject to a vote, should normally be introduced for discussion purposes at least one meeting prior to the meeting at which they are voted upon. The Board of Education may suspend the application of the above noted procedural requirement upon a motion approved by a two-thirds vote of Trustees present and entitled to vote on the motion at issue. As policy is being developed, reviewed, and proposed, an information item will be presented at a regular Board meeting. The Board will provide thirty (30) days' notice that it intends to consider and vote on the proposal at a subsequent regular meeting.

- Interested persons or groups may submit suggestions.
- At a subsequent regular meeting, comments will normally be solicited from the Superintendent or designate. Board members may offer their reaction and provide directions for any redrafting of the proposed policy.
- At a regular meeting at least thirty (30) days after the proposal was introduced, the Board will vote on the policy proposal.

4. When appropriate, the Superintendent and/or Secretary Treasurer shall seek legal advice on the intent and the wording of the policy.
5. Adoption of a policy statement shall be by Board motion.
6. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management, and operation of the District. Such decisions carry the weight of policy until such time as specific written policy is developed.

~~7. The Board may request the Superintendent to consult with stakeholder to form administrative procedures change an administrative procedure to a draft Board policy and will provide the rationale for same.~~

~~7. 8.~~

~~9.8.~~ The Superintendent and Secretary Treasurer must develop administrative procedures and may develop other procedures as deemed necessary for the effective operation of the District; these must be in accordance with Board policies.

~~10.9.~~ The Board may also repeal a policy and subsequently delegate Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure related to this matter.

~~11.10.~~ The Superintendent must inform the Board of any changes to administrative procedures.

~~12.11.~~ All Board policies and administrative procedures shall be posted on the District's website.

~~13.12.~~ Policy development or review in accordance with legislated changes or ministerial orders shall be given high priority to meet the required deadline(s).

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Consultative Process

Upon receiving the draft proposed policy and prior to adopting the policy, the Board may use one or more of the following methods to solicit feedback:

- o Establish ad hoc committees or working groups;
- o Circulate a draft of the proposed or amended policy to representatives of partner groups, with timelines for feedback submission;
- o Seek input from advisory committees, partner groups, or the broader community; and
- o Use other engagement methods deemed appropriate by the Board.

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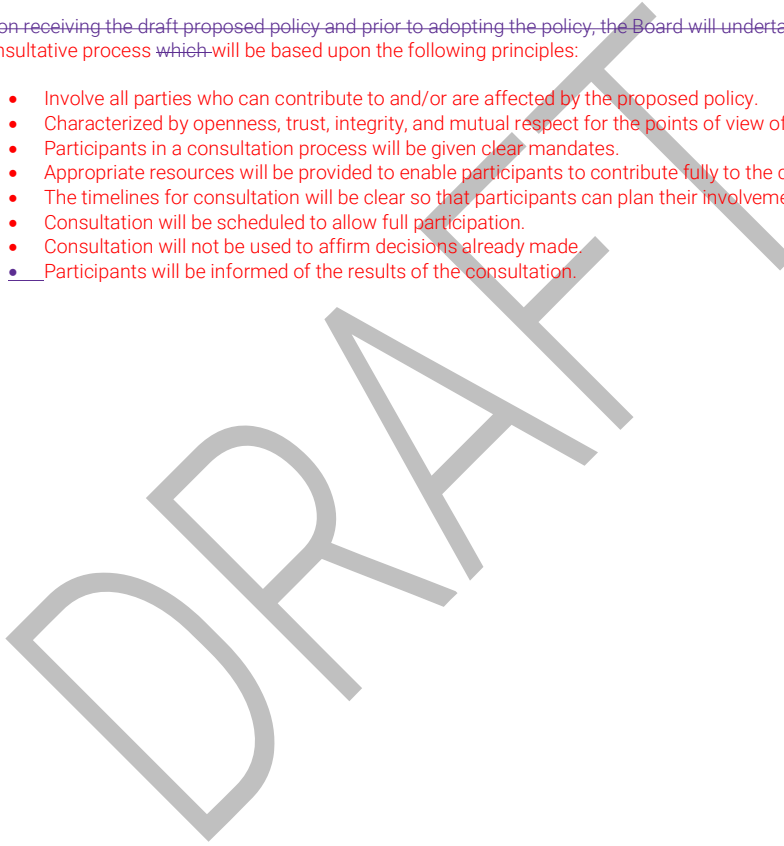
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Upon receiving the draft proposed policy and prior to adopting the policy, the Board will undertake a The consultative process which will be based upon the following principles:

- Involve all parties who can contribute to and/or are affected by the proposed policy.
- Characterized by openness, trust, integrity, and mutual respect for the points of view of all participants.
- Participants in a consultation process will be given clear mandates.
- Appropriate resources will be provided to enable participants to contribute fully to the consultation.
- The timelines for consultation will be clear so that participants can plan their involvement.
- Consultation will be scheduled to allow full participation.
- Consultation will not be used to affirm decisions already made.
- Participants will be informed of the results of the consultation.



~~Administrative Procedures~~

~~Policy 103: Board of Education – Policy Development – Administrative Procedures~~

Resources

[Policy 106: Statements of Mandate, Vision, and Values](#)

[North Vancouver School District - Vision, Values and Goals](#)

[North Vancouver Board of Education – 10-Year Strategic Plan](#)

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**Schedule ..C4...**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Draft, Revised Administrative Procedure for Policy 107: Board of Education – Trustee Stipend, Resources and Expenses**

**Narration:**

The Board of Education is considering implementation of a revised administrative procedure for Policy 107: Board of Education - Trustee Stipend, Resources, and Expenses.

The purpose for revising this administrative procedure is to establish a clear, consistent, and equitable process for the approval, funding, and reporting of trustee professional development that is in keeping with Policy 107 and to establish scope.

The draft revised administrative procedure for Policy 107: Board of Education – Trustee Stipend, Resources and Expenses is included in the Board’s package for information.

**Attachment:**

Draft Revised Policy 107: Board of Education – Trustee Stipend, Resources and Expenses – Administrative Procedure – Trustee Professional Development

# 107 Board of Education – Trustee Stipend, Resources and Expenses – Administrative Procedure – Trustee Professional Development

Revised: Month XX, XXXX

## Purpose

To establish a clear, consistent, and equitable process for the approval, funding, and reporting of trustee professional development in alignment with Policy 107: Board of Education - Trustee Stipend, Resources, and Expenses.

## Scope

This procedure applies to all elected trustees of the Board and governs access to, and use of, trustee professional development funds.

## Annual Budget and Allocation

- The Secretary-Treasurer shall include a Trustee Professional Development budget in the annual budget submission to the Board.
- The approved budget shall include:
  - a. Individual Trustee Allocation: An equal annual allocation for each trustee of (\$1000 - \$2500); and
  - b. The Board Strategic Professional Development Fund: A centralized fund to support Board-directed learning priorities.
- Individual trustee allocations are intended to cover:
  - Registration fees
  - Travel and accommodation
  - Related incidental expenses
- Unused individual allocations shall not be carried forward unless otherwise approved by the Board. (This is to be decided depending on the yearly allocation.)

## Eligible Professional Development Activities

- Eligible activities include:
  - Conferences (e.g., provincial, national, or sector-specific)
  - Governance training and workshops
  - Courses or seminars relevant to the role of trustees
  - Learning aligned with Board strategic priorities
- Professional development must relate to the governance role of trustees and not operational or staff responsibilities.

## Request and Approval Process

- Trustees shall submit a professional development request in advance of the activity, including:
  - Description of the opportunity
  - Relevance to governance role and/or Board priorities
  - Estimated costs
- The Secretary-Treasurer (or designate) shall:
  - Confirm availability of funds within the trustee's allocation or Board fund
  - Ensure expenses align with Board financial policies
- Approval shall be as follows:
  - a. Requests within a trustee's individual allocation will be approved by the Board Chair or designate.
  - b. Requests exceeding the individual allocation, or involving out-of-province travel, or significant cost requires Board approval.
- Where timing does not permit prior Board approval, the Board Chair may grant conditional approval, subject to subsequent Board ratification.

## Use of Board Strategic Professional Development Fund

- Board Strategic Professional Development Fund shall be used for:
  - Board-wide training or facilitated sessions
  - Professional development identified through Board self-evaluation
  - Strategic governance priorities
- Use of this fund requires Board approval.

## Expense Reimbursement

- Approved expenses shall be reimbursed in accordance with school district policy.
- Trustees are expected to exercise reasonable judgment and stewardship in the use of public funds.

## Reporting and Knowledge Sharing

- Trustees who participate in professional development activities shall share key learnings with the Board at the earliest opportunity.
- Reporting may include:
  - A brief written summary; or
  - A verbal report at a Board or committee meeting
- The purpose of reporting is to support collective governance capacity and inform Board practice.

## Monitoring and Annual Reporting

- The Secretary-Treasurer shall maintain records of:
  - Trustee participation in professional development
  - Associated expenditures
- An annual summary report shall be provided to the Board, including:
  - Total expenditures
  - Distribution of access among trustees

- Alignment with Board priorities

## Annual Review

- This administrative procedure shall be reviewed annually in conjunction with the budget process to ensure:
  - Continued alignment with Policy 107
  - Equitable access for trustees
  - Responsible use of resources

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**Schedule ..C.5..  
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Administrative Memorandum**

**Meeting Date:** June 16, 2026  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Annual Board Meeting Schedule 2026-2027**

**Narration:**

A draft annual Board Meeting Schedule 2026-2027 was prepared in accordance with [Policy 104: Board of Education – Meetings](#). It reads:

*The Board shall conduct regular or special meetings at which all formal and legal business of the Board will be conducted. Regular meetings, scheduled in advance by the Board, shall be held monthly during the school year, usually on the third or fourth Tuesday of the month. An additional special meeting may be held at any time with the consent of all Trustees present at a properly called meeting of the Board, or if all Trustees holding office waive notice. Meetings will be held in July and August at the call of the Chair of the Board for urgent business only.*

*On the written request of a majority of Trustees, the Chair or the Secretary Treasurer may call special meetings on dates other than those of regularly scheduled meetings. All Trustees must be provided written notice no less than 24-hours in advance of the special meeting. No business other than that for which the meeting was called shall be conducted at such a special meeting.*

The draft annual Board Meeting Schedule 2026-2027 is attached to this Administrative Memorandum of June 16, 2026, for information.

**Attachment:**  
NVSD Board of Education – DRAFT Schedule of Board Meetings 2026-27

## NVSD Board of Education – DRAFT Schedule of Board Meetings 2026-27

Regular Public Board Meetings commence at 630pm

Finance, Audit & Facilities (FAF) Standing Committee Meetings commence at 5:30pm (virtual by Teams or in-person as needed)

Trustees Seminars commence at 5:30pm (either in-person or virtual)

Board & Community Engagement Events – 4 per year (2 online, 2 in-person)

*\*Additional meetings may be scheduled at the call of the Board Chair, Superintendent, or Secretary Treasurer*

| Month       | Board Meeting   |
|-------------|---|
| <b>2026</b> |   |
| September   | Tuesday, September 8 – Trustee Seminar<br>Tuesday, September 22 – FAF Standing Committee<br>Tuesday, September 29 – Public Board Meeting  |
| October     | Tuesday, October 6 – FAF Standing Committee<br>Tuesday, October 13 - Board & Community Engagement Event (on-line)<br>Tuesday, October 27 – New Trustee Workshop<br><b>NO PUBLIC BOARD MEETING – due to elections</b>  |
| November    | Tuesday, November 3 – FAF Standing Committee<br>Tuesday, November 17 - Inaugural Public Board meeting and swearing-in ceremony<br>Saturday, November 21 – New Trustee Orientation with NVSD<br>Tuesday, November 24 – Board & Community Engagement Event (in-person)<br><ul style="list-style-type: none"> <li><b>Note that the BCSTA Trustee Academy is Nov 26-28, 2026</b></li> </ul> |
| December    | Tuesday, December 1 - FAF Standing Committee<br>Tuesday, December 8 – Trustee Seminar<br>Tuesday, December 15 – Public Board Meeting  |
| <b>2027</b> |   |
| January     | Tuesday, January 12 – FAF Standing Committee<br>Tuesday, January 19 – Board & Community Engagement Event (on-line)<br>Tuesday, January 26 – Public Board Meeting  |
| February    | Tuesday, February 2 – FAF Standing Committee<br>Tuesday, February 16 – Trustee Seminar<br>Tuesday, February 23 – Public Board Meeting   |
| March       | Tuesday, March 2 – FAF Standing Committee<br>Tuesday, March 9 – Board & Community Engagement Event (in-person)<br>Tuesday, March 30 – Public Board Meeting  |
| April       | Tuesday, April 6 - FAF Standing Committee<br>Tuesday, April 27 – Public Board Meeting   |
| May         | Tuesday, May 4 - FAF Standing Committee<br>Tuesday, May 18 - Trustee Seminar<br>Tuesday, May 25 – Public Board Meeting  |
| June        | Tuesday, June 1 - FAF Standing Committee (if required)<br>Tuesday, June 22 – Public Board Meeting   |

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

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

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

**Narration:**

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

**Attachments:**

Capital Planning Committee  
Occupational Health & Safety Committee  
Sustainability Committy

## Capital Planning Committee Meeting – June 3, 2026

The North Vancouver School District Capital Planning Committee was established to provide information about the Ministry of Education and Child Care's capital planning process and established priorities with representatives from across the school district and external municipal planners. The Committee provides opportunities for input into the need and identification of priority projects for consideration by the Board of Education, assists in identifying capital projects with potential for joint initiative and shared funding opportunities.

The Committee is a District Representative Committee comprised of representatives from all education partners. The following representatives were invited to attend the June 2026 Virtual Committee meeting:

- Committee Chair: Mike Chapman, Acting Director of Facilities and Planning
- North Vancouver School District Staff: Dr. Pius Ryan, Emily Huner, Adam Bauman, Arelene Martin, Mark Thomson, Tanja Kalamar, Sunny Savaliya
- Trustee Representative for the North Vancouver Board of Education: Kulvir Mann
- North Vancouver Teachers Association: Vickie Vinaric
- Canadian Union of Public Employees: Tony Volpe, President Local 389
- District Student Leadership Council: David Peng - Handsworth, Bella Zhao - Handsworth, Brooklyn Scotland – Carson, Reece Galbraith - Carson
- North Vancouver Administrators' Association
- City of North Vancouver Representative: Mark Chan, General Manager, Planning and Development
- District of North Vancouver Representative: Dan Milburn, General Manager, Planning, Properties and Permits
- North Vancouver Recreation and Culture Commission Representative: Heather Turner, Director of Recreation and Culture, and Mike Hunter, Deputy Director of Recreation and Culture.

The primary purpose of the June meeting was to provide an update on the Ministry's response to the prior years Major and Minor capital plan submissions, a status update on the new Cloverley Elementary school, the four-classroom addition at Westview Elementary and the six-classroom addition at Lynn Valley Elementary. The latest municipal housing targets and development, refreshed school enrolment projections and the emerging capacity and utilization of SD44 schools that inform future capital priorities were shared and discussed.

The balance of the agenda identified the Major and Minor capital priorities for the upcoming 2027/28 capital plan submission due to the Ministry of Education and Childcare. The Major and Minor Capital priorities in the following categories were shared:

- Major capital programs – additions, demolition, replacements, seismic upgrades, new schools and site acquisitions. Submission due June 30, 2026
- Minor capital programs – School Enhancement Program, Carbon Neutral Capital Program, Playground Equipment Program, Building Envelope Program, Bus Acquisition Program. Submission due September 29, 2026.
- Minor capital program - Food Infrastructure Program. Submission due September 29, 2026.

The meeting concluded following an update on childcare, highlighting the resource focus on opening the new childcare spaces incorporated in the new Cloverley Elementary school project opening in September 2026.

The next Capital Planning Committee Meeting will be scheduled in June of 2027.

# Capital Planning Committee Meeting

June 3, 2026

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## Housekeeping



Feel free to raise your hand on Microsoft Teams at any point if you have a question.



Further discussion period at the end of the presentation.

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# Introductions



| Presenters      | Capital Planning Committee  |
|-----------------|---|
| Michael Chapman | Canadian Union of Public Employees (CUPE Local 389)<br>City of North Vancouver (CNV)<br>District of North Vancouver (DNV)<br>District Student Leadership Council (DSL)<br>North Vancouver Association of Administrators (NOVA)<br>North Vancouver Board of Education<br>North Vancouver Parent Advisory Council (NVPAC)<br>North Vancouver Recreation and Culture Commission (NVRC)<br>North Vancouver School District (NVSD)<br>North Vancouver Teachers' Association (NVTA) |

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# Terms of Reference



- Provide information about the Ministry of Education and Child Care's capital planning process and established priorities.
- Provide opportunities for input into the need and identification of priority projects for consideration by the Board of Education.
- Assist in identifying capital projects with potential for joint initiative and shared funding opportunities.
- Provide updates on approved capital projects.

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# Agenda



- Ministry Update
- Update – Capital Plan Response, Capital Projects, Deadlines
- Housing & Development
- Enrolment Projections – 2026 Long Range Facility Plan
- Major Capital Project Priorities for 2027/28
- Minor Capital Project Priorities for 2027/28
- Childcare Update
- Stakeholder’s Feedback & Questions
- Future Meetings / Adjournment

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# Update -2026/27 Capital Plan Submission Response

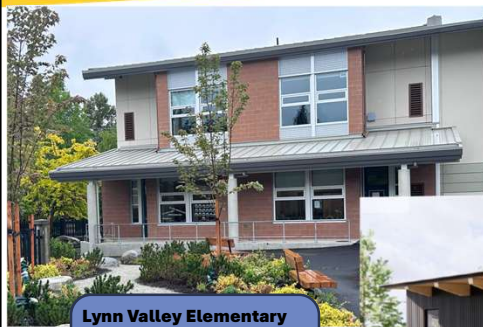


- Capital Budget Outreach and Next Steps (CBONS) response Letter received March 27, 2026
- No supported Major Capital priorities for 2026/27
- Six Supported Minor Capital projects for 2026/27

| Location       | Program                        | Project                                       | Budget (\$) |
|----------------|--------------------------------|---|-------------|
| Windsor        | School Enhancement Program     | HVAC Upgrades                                 | \$700K      |
| Various Sites* | School Enhancement Program     | Interior upgrades – Accessible Lift Renewals  | \$350k      |
| Windsor        | Carbon Neutral Capital Program | HVAC Upgrades                                 | \$500K      |
| Canyon Heights | Carbon Neutral Capital Program | HVAC Upgrades                                 | \$250K      |
| Blueridge      | Playground Equipment Program   | New Universally Accessible Playground         | \$200K      |
| Cove Cliff     | Food Infrastructure Program    | Kitchen equipment and infrastructure upgrades | \$80K       |

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## Update - Capital Projects Completing in 2026



- Lynn Valley Elementary**
- 6 Classroom Addition
  - \$9.3 M
  - Occupancy May 2026

- Westview Elementary**
- 4 Classroom Pre-Fab Addition
  - \$6.0 M
  - Occupancy Feb 2026



- Cloverley Elementary**
- 585 Capacity New School
  - \$64.4 M
  - Occupancy Sept. 2026



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## Ministry 2027/28 Submission Deadlines



### 2027/28 Capital Plans

- Major Capital due June 30, 2026
- Minor Capital due September 29, 2026
- Food Infrastructure Program due September 29, 2026
- Child Care School Age on School Grounds (SASG) May 15, 2026
- Annual Facility Grant Plan due May 15, 2026

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## Prospects for Growth: Housing Legislation

- CNV and DNV have reviewed and revised their respective OCP's to respond to Provincial housing legislation (Bills 25, 44 and 47)
- Municipalities have revised their Official Community Plans and related bylaws
- Bill 25 enacted in November 2025 for Small-Scale Multi-Unit Housing (SSMH) will require further OCP and Bylaw adjustments
- Housing targets established for 5yrs (to 2026) and for 20yrs (to 2041)

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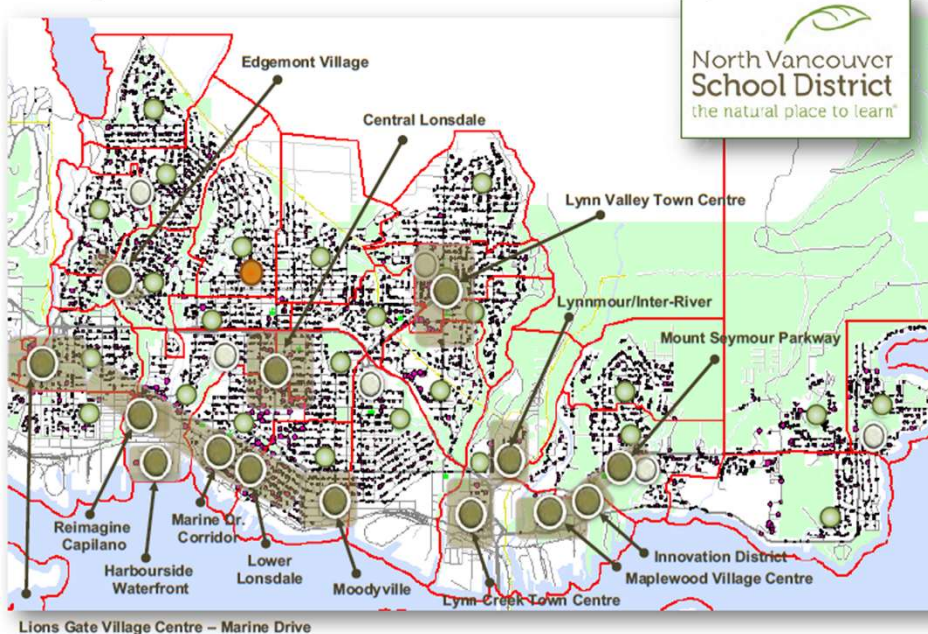
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## Prospects for Growth: Development

- CNV targets – 6600 units over 5yrs and 21301 units over 20yrs
- DNV targets – 7425 units over 5yrs and 22369 units over 20yrs
- Current estimates of 16,900 new apartment and townhouse units targeted to be built over the 12yr LRFP planning period in North Vancouver
- CNV residential development and population growth has increased at a rate comparable Metro average while rate in the DNV has been less than the metro average
- Rate and pace of new housing developments must increase considerably in both CNV and DNV to achieve the targets
- Affordability remains the most significant challenge for families across North Vancouver

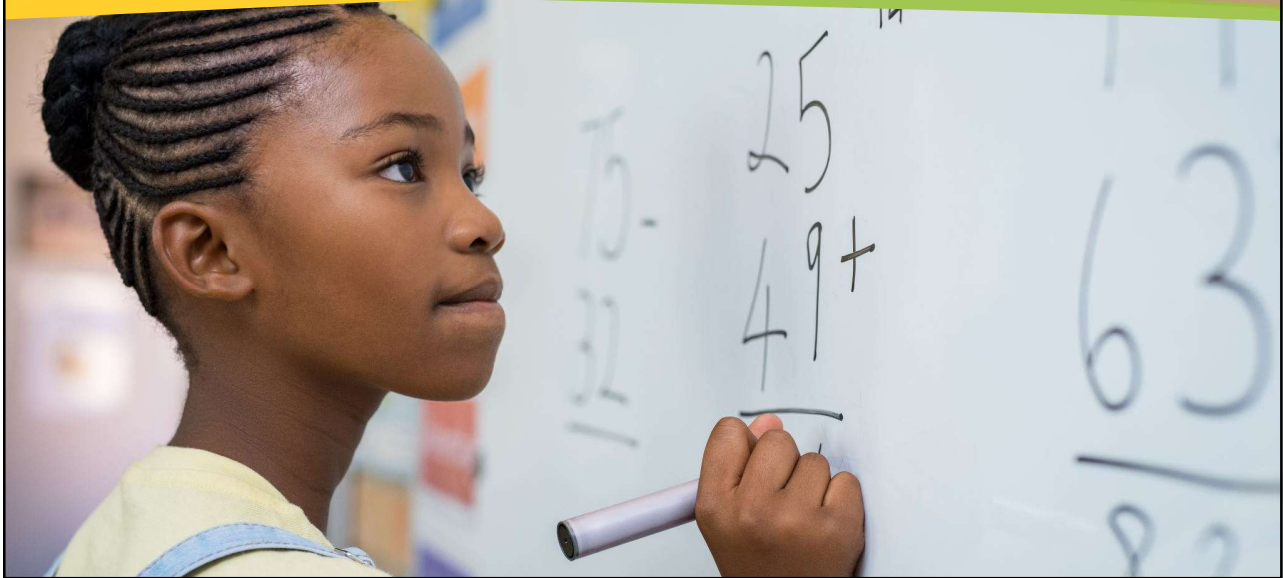
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## Prospects for Growth: Development Areas



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# Student Enrolment Projections



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## Enrolment Forecast: Outlook



- Forecasts for the NVSD schools over the 12yr planning horizon of the LRFP:
  - Elementary students will decrease by approx. 280 students (2.9% decrease)
  - Secondary students will increase by approx. 480 students (7% increase)
  - Net District enrollment increases slightly by approx. 200 students (net 1.2% growth)
  - Average annual enrollment growth of less 0.08%
  - Overall softening of prior plan estimates for enrollment growth

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## Enrolment Forecast: Methodology



- NVSD initially relies on baseline enrolment projections from Barager Systems which uses multiple data sources:
  - Historical enrollment trends
  - Birth rates
  - CRA and child care credit data
  - Migration data
  - Census data
- Barager projections would be described as “without local knowledge”
- NVSD supplements this data set with “local knowledge” which includes:
  - Kindergarten pre-registration
  - International student trends
  - District programs
  - Impact of local housing developments

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## Enrolment Forecast: Yield Factors



- Comprehensive study conducted in 2026 to verify accuracy of yield rate factors used to estimate NVSD K-12 students evolving from housing developments.
- Study compared ‘Barager Yield Rates’ and NVSD ‘Bedroom yield Rates’ used in prior LRFP’s with actual number of students residing within developments:
  - Analyzed 7776 units of various types
  - Representative samples included town and village centres in the DNV
  - Concentrated developments within the CNV
  - Area of predominately single-family dwellings

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## Enrolment Forecast: Yield Factors

- Findings reinforced the use of 'Barager Yield Rates' for estimating school aged children residing within various housing types

| Barager Default Yields by Type | Rate | Range        | NVSD Yield Rates for LRFP   |
|--------------------------------|------|--------------|---|
| Hi-rise apartment (Low)        | 0.03 | 0.03 to 0.10 | General Yield Rate of <b>0.10</b> – downward to <b>0.07</b> and <b>0.04</b> on limited and exceptional basis only |
| Hi-rise apartment (Hi)         | 0.1  |              |   |
| Low rise apartment (Low)       | 0.06 | 0.06 to 0.12 | General Yield Rate of <b>0.15</b> – downward to <b>0.10</b> and <b>0.06</b> on limited and exceptional basis only |
| Low rise apartment (Hi)        | 0.12 |              |   |
| TownHome /RowHouse TH/RH (Low) | 0.21 | 0.21 to 0.48 | General Yield Rate of <b>0.22</b> – UPWARD to <b>0.40</b> based on affordability, etc.                            |
| TownHome / RowHouse TH/RH (Hi) | 0.48 |              |   |
| Single Family (Low)            | 0.52 | 0.52 to 0.58 | Consistent with Barager – maintain range of <b>0.52 to 0.58</b>   |
| Single Family (Hi)             | 0.58 |              |   |

## Enrollment Forecasts

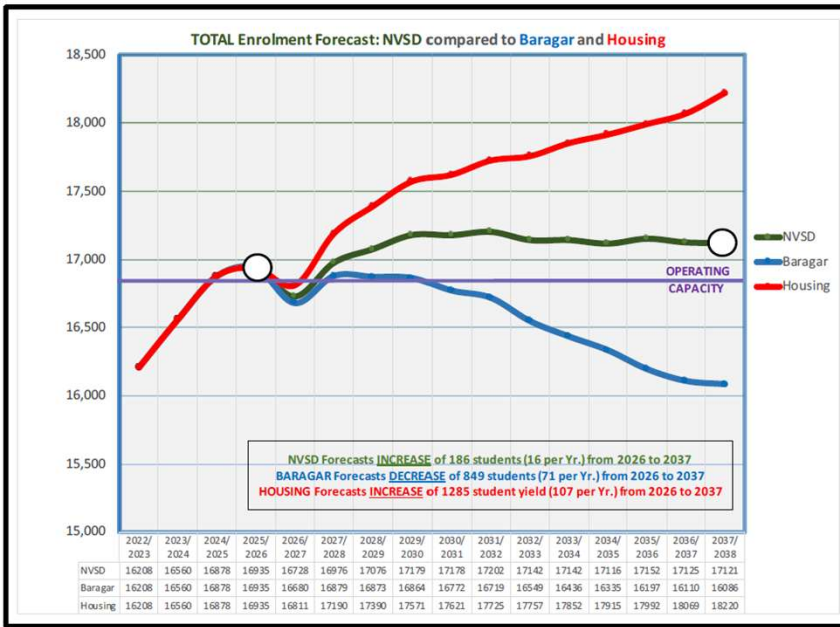
Three alternate projections prepared for each school site:

**Barager (Blue Line)** - the base projection uses enrolment trends, birth rates, migration, and other relevant information to generate initial enrolment projections

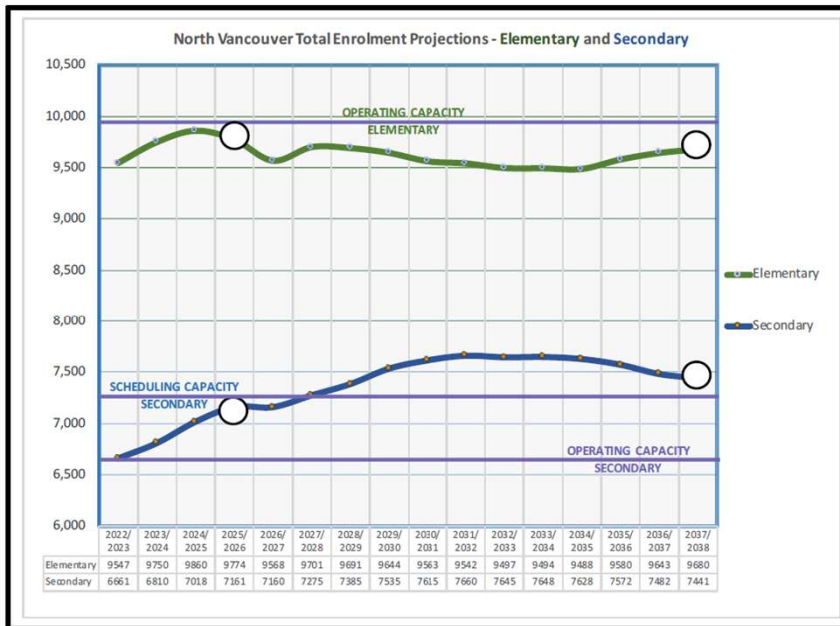
**Housing (Red Line)** – Local knowledge of housing developments and student yields are added to the Barager base projection

**NVSD (green Line)**- both the Barager projection and the Housing projection were reviewed to develop the preferred NVSD projection. These projections were adjusted to address local knowledge regarding Kindergarten pre-registration, International enrolment and migration trends. The preferred NVSD projection in a number of cases is lower than the Housing projection.

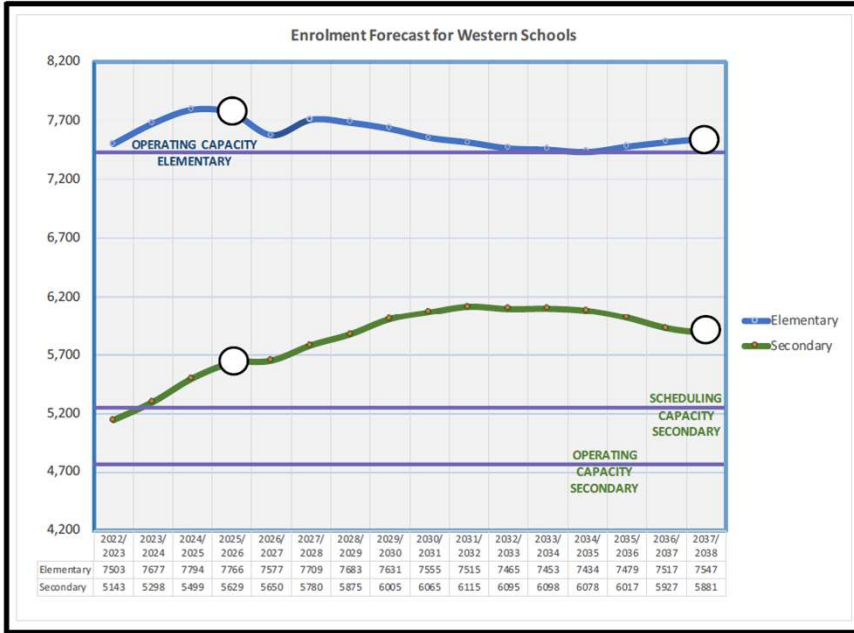
# Enrolment Forecast: All Schools



# Total Enrolment Elementary & Secondary



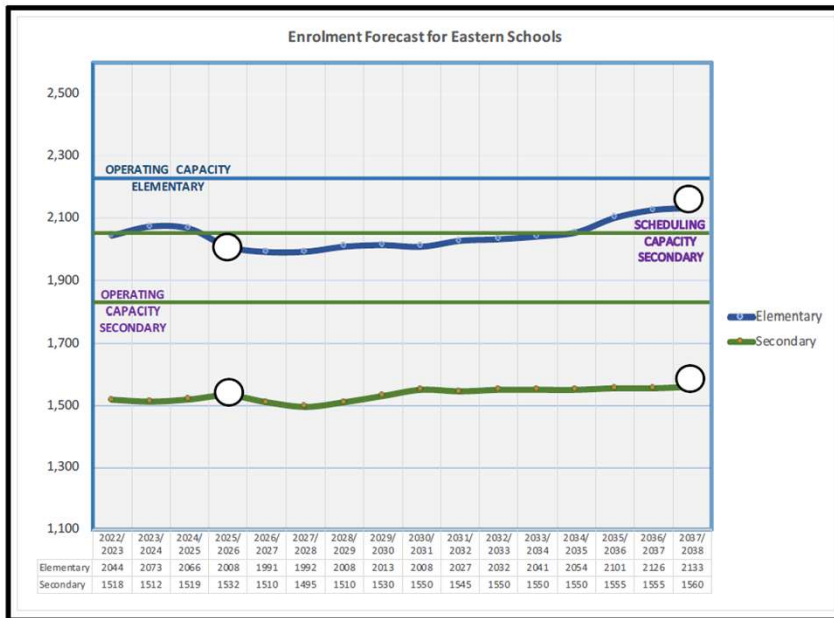
# Elementary Enrolment: Western Schools



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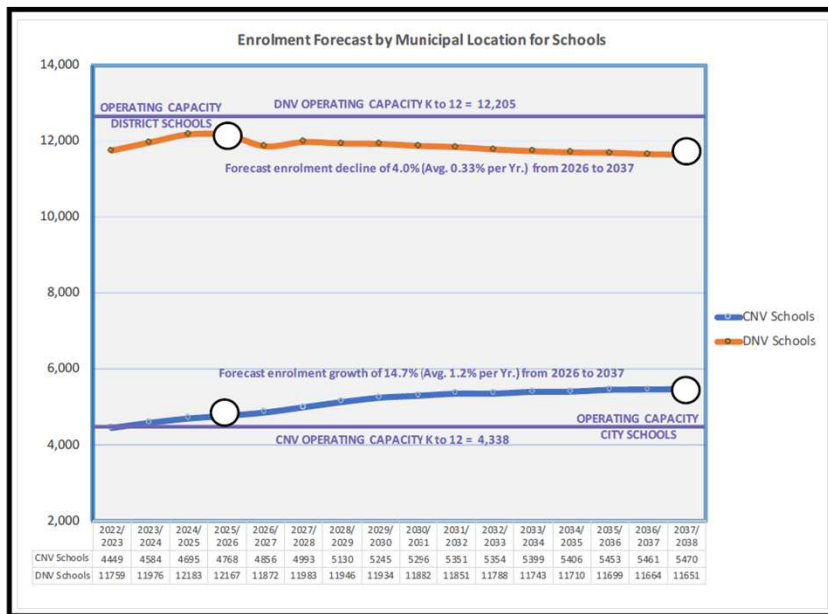
# Elementary Enrolment: Eastern Schools



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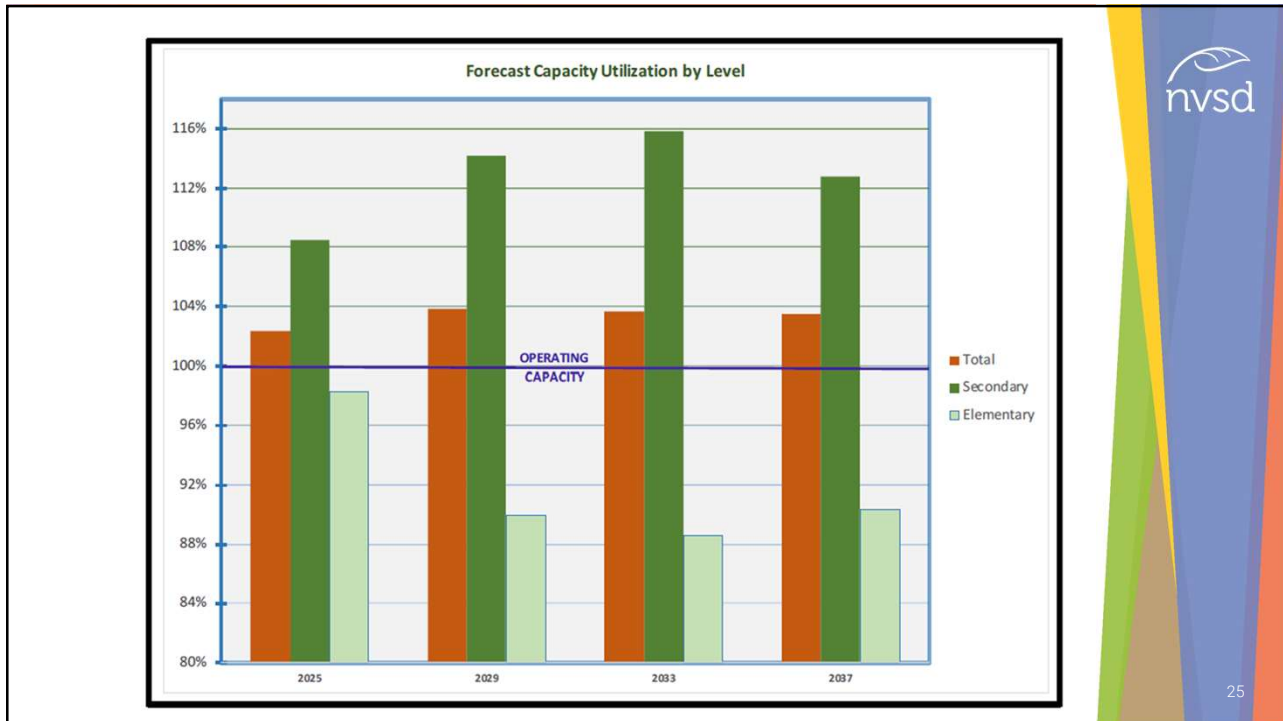
# Enrolment: DNV & CNV Schools



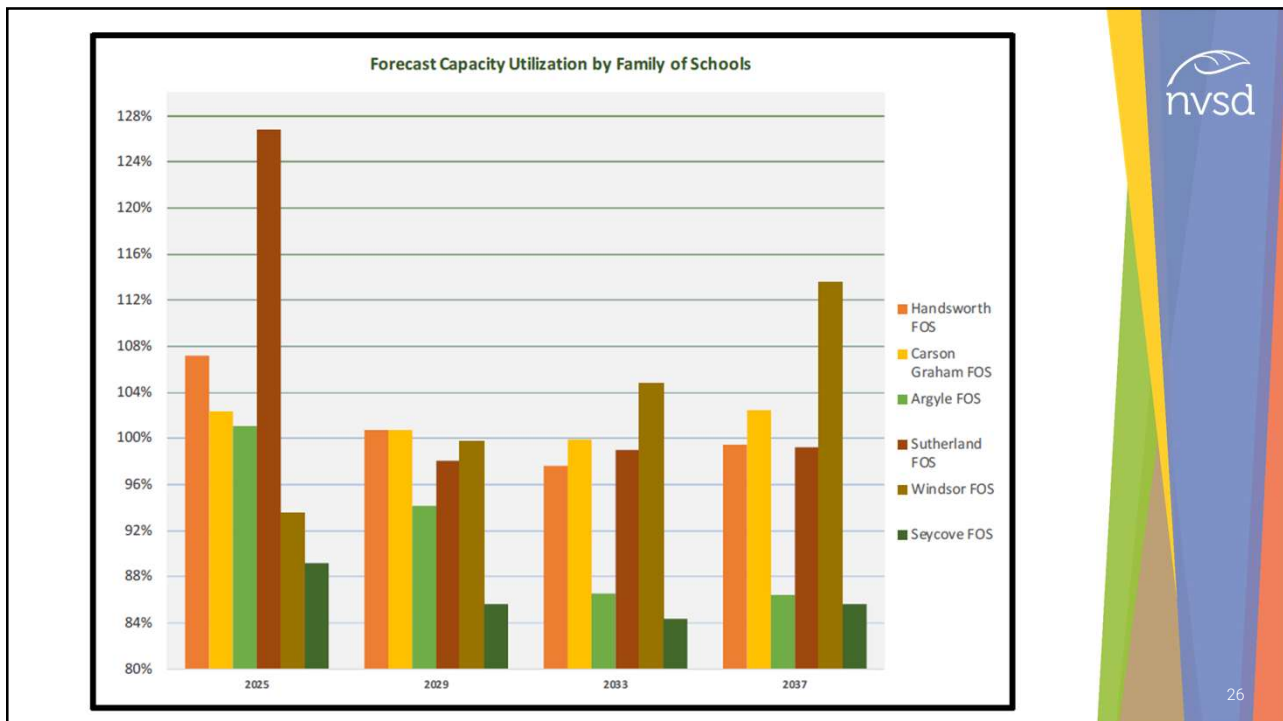
# Capacity Utilization

- Ministry **Nominal** (design) capacity is based on MECC area standards. Nominal student capacities per instructional space:
  - Kindergarten (K) 20 pupils per classroom
  - Elementary (Gr. 1-7) 25 pupils per classroom
  - Secondary (Gr. 8-12) 25 pupils per classroom
- Operating** capacity of a school determined by adjusting the nominal capacity to reflect number of students that it may accommodate:
  - Kindergarten (K) 19 pupils per classroom
  - Elementary (Gr. 1-7) avg of 23.29 pupils per
  - Secondary (gr. 8-12) 25 pupils per classroom
- Secondary **Scheduling** capacity is 110% of operating capacity
  - Achieved through timetable scheduling





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# Capacity Utilization of Schools



Forecasted utilization of school divided into three groups:

- #1 – current and increasing enrolment pressures
- #2 – limited and variable enrolment pressures
- #3 – 10% or more space available

Results are used to inform Capital Plan Submissions

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# Utilization – Group #1



Schools with current and increasing enrolment pressures

|                            | School          | Ministry Operating Capacity | 2029                |                      | 2033                |                      | 2037                |                      | Family of Schools |
|----------------------------|-----------------|-----------------------------|---------------------|----------------------|---------------------|----------------------|---------------------|----------------------|-------------------|
|                            |                 |                             | Surplus or shortage | Forecast Utilization | Surplus or shortage | Forecast Utilization | Surplus or shortage | Forecast Utilization |                   |
| G<br>R<br>O<br>U<br>P<br>1 | 1 Carson Graham | 1100                        | -420                | 138%                 | -445                | 140%                 | -445                | 140%                 | Carson            |
|                            | 2 Queensbury    | 248                         | -84                 | 134%                 | -68                 | 127%                 | -66                 | 127%                 | Sutherland        |
|                            | 3 Sutherland    | 950                         | -310                | 133%                 | -423                | 145%                 | -441                | 146%                 | Sutherland        |
|                            | 4 Lynnmour      | 252                         | -75                 | 130%                 | -129                | 151%                 | -201                | 180%                 | Windsor           |
|                            | 5 Queen Mary    | 360                         | -85                 | 124%                 | -72                 | 120%                 | -75                 | 121%                 | Carson            |
|                            | 6 Highlands     | 364                         | -81                 | 122%                 | -81                 | 122%                 | -92                 | 125%                 | Handsworth        |
|                            | 7 Handsworth    | 1400                        | -275                | 120%                 | -295                | 121%                 | -180                | 113%                 | Handsworth        |
|                            | 8 Argyle        | 1300                        | -250                | 119%                 | -185                | 114%                 | -65                 | 105%                 | Argyle            |
|                            | 9 Westview      | 341                         | -48                 | 115%                 | -55                 | 117%                 | -83                 | 126%                 | Carson            |
|                            | 10 Seymour Hts. | 275                         | -39                 | 114%                 | -25                 | 109%                 | -23                 | 108%                 | Windsor           |

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## Utilization – Group #2



### Schools with limited and variable enrolment pressures

|                            | School           | Ministry Operating Capacity | 2029                |                      | 2033                |                      | 2037                |                      | Family of Schools |
|----------------------------|------------------|-----------------------------|---------------------|----------------------|---------------------|----------------------|---------------------|----------------------|-------------------|
|                            |                  |                             | Surplus or shortage | Forecast Utilization | Surplus or shortage | Forecast Utilization | Surplus or shortage | Forecast Utilization |                   |
| G<br>R<br>O<br>U<br>P<br>2 | 11 Larson        | 411                         | -54                 | 113%                 | -54                 | 113%                 | -69                 | 117%                 | Carson            |
|                            | 12 Ross Road     | 434                         | -46                 | 111%                 | -36                 | 108%                 | -41                 | 109%                 | Argyle            |
|                            | 13 Eastview      | 411                         | -21                 | 105%                 | -26                 | 106%                 | -27                 | 107%                 | Sutherland        |
|                            | 14 Cleveland     | 457                         | -13                 | 103%                 | -1                  | 100%                 | -8                  | 102%                 | Handsworth        |
|                            | 15 Cove Cliff    | 252                         | -5                  | 102%                 | -2                  | 101%                 | -5                  | 102%                 | Seycove           |
|                            | 16 Boundary      | 341                         | -4                  | 101%                 | 8                   | 98%                  | 6                   | 98%                  | Argyle            |
|                            | 17 Braemar       | 434                         | 7                   | 100%                 | 11                  | 97%                  | 16                  | 96%                  | Carson            |
|                            | 18 Canyon Hts.   | 364                         | 13                  | 96%                  | 44                  | 88%                  | 29                  | 92%                  | Handsworth        |
|                            | 19 Ridgeway      | 406                         | 18                  | 96%                  | 70                  | 83%                  | 76                  | 81%                  | Sutherland        |
|                            | 20 Dorothy Lynas | 588                         | 41                  | 93%                  | 58                  | 90%                  | 53                  | 91%                  | Seycove           |
|                            | 21 Carisbrooke   | 364                         | 27                  | 93%                  | 17                  | 95%                  | 16                  | 96%                  | Carson            |

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## Utilization – Group #3



### Schools with 10% or more space available

|                            | School           | Ministry Operating Capacity | 2029                |                      | 2033                |                      | 2037                |                      | Family of Schools |
|----------------------------|------------------|-----------------------------|---------------------|----------------------|---------------------|----------------------|---------------------|----------------------|-------------------|
|                            |                  |                             | Surplus or shortage | Forecast Utilization | Surplus or shortage | Forecast Utilization | Surplus or shortage | Forecast Utilization |                   |
| G<br>R<br>O<br>U<br>P<br>3 | 22 Windsor       | 1100                        | 125                 | 89%                  | 80                  | 93%                  | 60                  | 95%                  | Windsor           |
|                            | 23 Brooksbank    | 387                         | 49                  | 87%                  | 58                  | 85%                  | 62                  | 84%                  | Sutherland        |
|                            | 24 Cloverley     | 546                         | 76                  | 86%                  | -14                 | 103%                 | -29                 | 105%                 | Sutherland        |
|                            | 25 Capilano      | 430                         | 65                  | 85%                  | 89                  | 79%                  | 75                  | 83%                  | Carson            |
|                            | 26 Lynn Valley   | 411                         | 66                  | 84%                  | 111                 | 73%                  | 111                 | 73%                  | Argyle            |
|                            | 27 Upper Lynn    | 481                         | 81                  | 83%                  | 141                 | 71%                  | 151                 | 69%                  | Argyle            |
|                            | 28 Montroyal     | 341                         | 70                  | 78%                  | 73                  | 77%                  | 79                  | 75%                  | Handsworth        |
|                            | 29 Seycove       | 750                         | 195                 | 74%                  | 220                 | 71%                  | 230                 | 69%                  | Seycove           |
|                            | 30 Norgate       | 252                         | 73                  | 71%                  | 67                  | 73%                  | 57                  | 77%                  | Carson            |
|                            | 31 Sherwood Park | 500                         | 157                 | 69%                  | 153                 | 69%                  | 145                 | 71%                  | Seycove           |
|                            | 32 Mountainside  | 300                         | 95                  | 68%                  | 95                  | 68%                  | 95                  | 68%                  | NVSD              |
| 33 Blueridge               | 341              | 116                         | 66%                 | 112                  | 67%                 | 106                  | 69%                 | Windsor              |                   |

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# Major Capital Programs



## Major Capital Programs

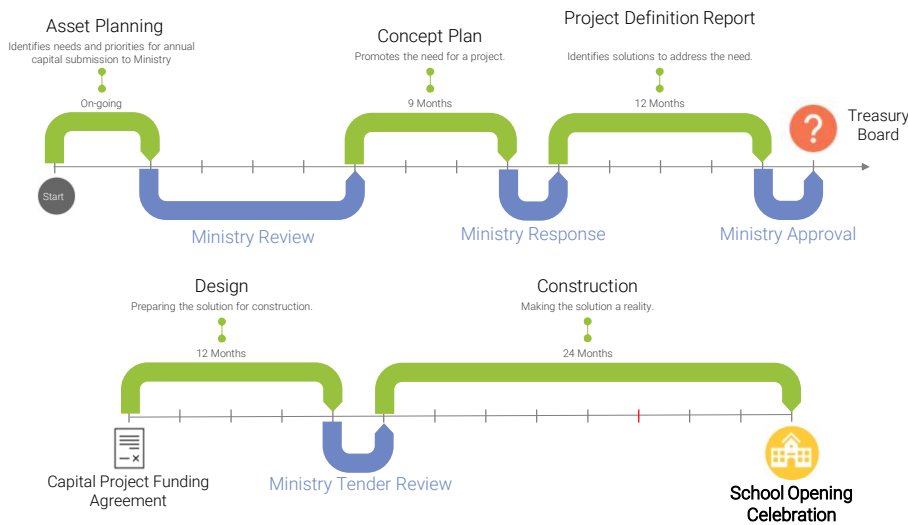
- Addition
- Demolition
- Replacement/Renovation
- Seismic
- New School
- Site Acquisition



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# Major Capital Project Roadmap



Durations are based on averages. Each project has its own complexities which determine the timeframe.

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## 2027/28 Project Priorities - Additions



| # | Locations               | Description                 | Budget (\$) |
|---|-------------------------|-----------------------------|-------------|
| 1 | Lynnmour Elementary     | Expand capacity by 40K/200E | \$18.1M     |
| 2 | Carson Graham Secondary | Expand capacity by 400      | \$36.5M     |
| 3 | Queensbury Elementary   | Expand capacity by 40K/150E | \$12.5M     |
| 4 | Larson Elementary       | Expand capacity by 20K/100E | \$10.2M     |
| 5 | Highlands Elementary    | Expand capacity by 100E     | \$8.2M      |
| 6 | Sutherland Secondary    | Expand Capacity by 300      | \$31M       |

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## 2027/28 Project Priorities - Seismic



| # | Locations           | Description              | Budget (\$) |
|---|---------------------|--------------------------|-------------|
| 1 | Lynnmour Elementary | Upgrade High Risk Blocks | \$ 32.7M    |

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## 2027/28 Project Priorities – Replacement/Reno



| # | Locations                              | Description                             | Budget (\$) |
|---|--|---|-------------|
| 1 | Queensbury Elementary                  | Replace with a 60K/400E capacity school | \$46.5M     |
| 2 | Larson Elementary                      | Replace with a 60k/475E capacity school | \$49.2M     |
| 3 | Ross Road Elementary                   | Replace with a 60K/475E capacity school | \$ 48.5M    |
| 4 | Seymour Heights / Blueridge Elementary | Replace with a 60K/525E capacity school | \$ 50.5M    |

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## 2027/28 Project Priorities – Site Acquisition



| Project  | Description  | Budget (\$) |
|--|--|-------------|
| New CNV Elementary School Site1 (Lonsdale Corridor)            | Site acquisition to support a 60K/400E capacity school | ~\$80M      |
| New CNV Elementary School Site2 (Marine Drive – Capilano Mall) | Site acquisition to support a 40K/300E capacity school | ~\$20M      |

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## 2027/28 Project Priorities – New Schools



| Project   | Description                                    | Budget (\$) |
|---|--|-------------|
| New CNV Elementary School on Site1 (Lonsdale Corridor)            | New 60K/400E capacity school elementary school | \$46.4M     |
| New CNV Elementary School on Site2 (Marine Drive – Capilano Mall) | New 60K/300E capacity school elementary school | \$40M       |

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## 2027/28 Project Priorities - Demolition



| # | Locations                      | Description                                      | Budget (\$) |
|---|--------------------------------|--|-------------|
| 1 | Leo Marshall Curriculum Centre | Demolition of the Leo Marshall Curriculum Centre | \$ 1.0M     |

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# Minor Capital Programs



## Minor Capital Programs

- School Enhancement Program
- Carbon Neutral Capital Program
- Playground Equipment Program
- Building Envelope Program
- Bus Acquisition Program
- Food Infrastructure Program

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# School Enhancement Program



## Funding Eligibility:

- To improve safety, facility condition, operational efficiency, and functionality of existing schools.
- Limit of 5 project requests
  - Not to exceed \$2 million
  - Projects over \$2 million must be phased
  - Greater than \$100,000
  - One request must be < \$500,000

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## 2027/28 Minor Capital - School Enhancement Program



| Locations  | Project   | Budget (\$) |
|--|---|-------------|
| Cleveland Elementary   | Accessible Washroom Upgrades                        | \$500,000   |
| Sherwood Park  | Envelope Renewal                                    | \$1,000,000 |
| Multiple Location<br>(Blueridge, Brooksbank, Larson,<br>Sherwood Park and Seycove) | Washroom Renewals & Accessibility<br>Upgrades       | \$1,500,000 |
| Multiple Locations (Boundary,<br>Carisbrooke, Mountainside,<br>Ridgeway)           | Accessibility Upgrades (Elevator/Lifts<br>Renewals) | \$ 500,000  |
| Carson Graham Secondary  | Lighting Upgrades                                   | \$ 450,000  |

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## Carbon Neutral Capital Program



### Funding eligibility:

- Limited of up to 5 project requests.
- Projects must contribute to measurable emissions reductions, operating cost savings, and align with equipment renewal periods and the Long Range Facilities Plan.
- Potential to contribute funds from the Annual Facilities Grant

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# 2027/28 Carbon Neutral Capital Program



| Location                   | Budget (\$) |
|----------------------------|-------------|
| Carisbrooke Elementary     | \$500,000   |
| Seymour Heights Elementary | \$500,000   |
| Ross Road Elementary       | \$ 250,000  |
| Cove Cliff Elementary      | \$ 250,000  |
| Mountainside Secondary     | \$500,000   |

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# Playground Equipment Program



### Funding Eligibility:

- New universally accessible playgrounds
- Limited to 3 projects
- \$200,000 grant

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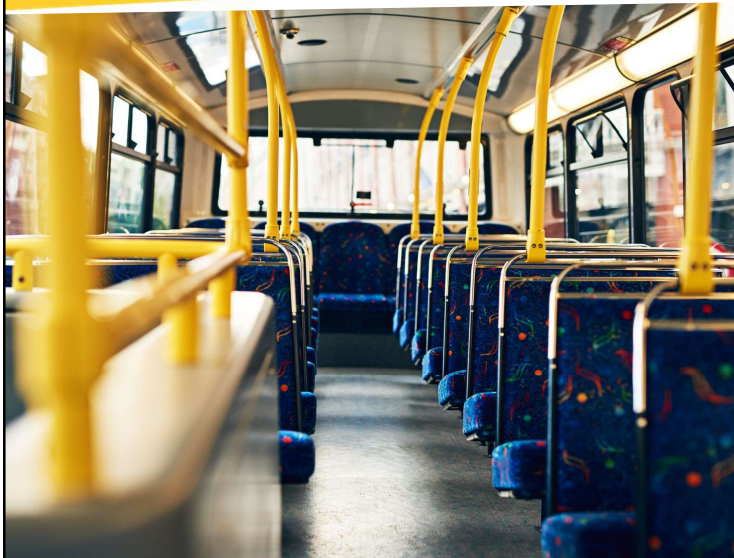
## 2027/28 Playground Equipment Program



| Location              | Budget (\$) |
|-----------------------|-------------|
| Braemar Elementary    | \$ 200,000  |
| Cleveland Elementary  | \$ 200,000  |
| Upper Lynn Elementary | \$ 200,000  |

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## School Bus Replacement Program



### Funding Eligibility

- School bus age
- Mileage
- Safety
- Mechanical issues

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# 2027/28 Bus Replacement



| Bus             | Description                      | Budget (\$) |
|-----------------|----------------------------------|-------------|
| Unit 3440 (#3)  | Replace 2014 Type C Bus with new | \$ 195,000  |
| Unit 3441 (#12) | Replace 2014 Type C Bus with new | \$ 195,000  |

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# Food Infrastructure Program



## Funding Eligibility

- Tied to broader Feeding Futures program
- Creates and improves infrastructure to feed students in our community
- Ensures students are properly fed to enhance learning outcomes

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# 2027/28 Food Infrastructure Program



| Description                              | Budget (\$) |
|--|-------------|
| Additional EV Van to support FIP program | \$ 100,000  |

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# Childcare



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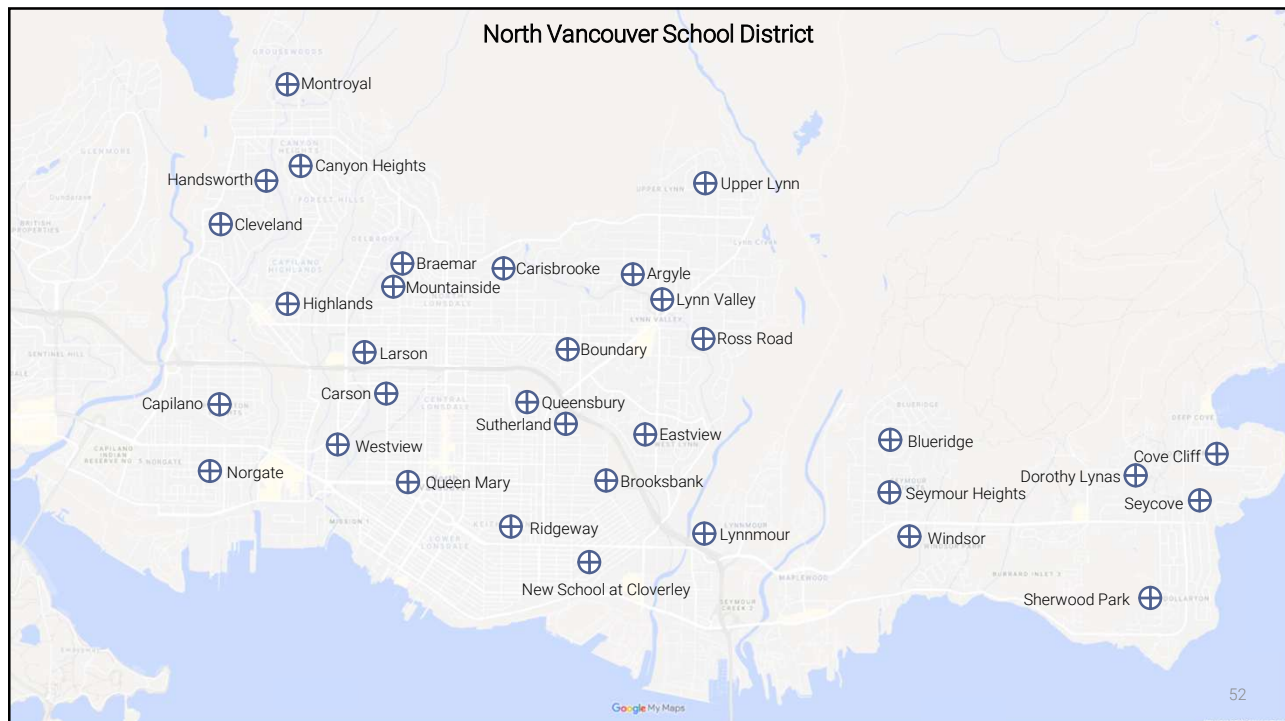
# Childcare – NVSD Context



- NVSD fully supports childcare initiatives and recognize the importance of before and after school care for families
- At the same time, we remain mindful that the district’s primary responsibility is the delivery of public education, including ensuring adequate instructional space and student seating capacity.
- NVSD resources are currently focused on completing Cloverley, which will increase childcare spaces
- The Long Range Facilities Planning process will begin to incorporate childcare planning so that opportunities can be reviewed annually and pursued where appropriate and Sustainable
- Forecasted enrolment patterns, particularly within the central corridor, show limited capacity available within many of our schools.

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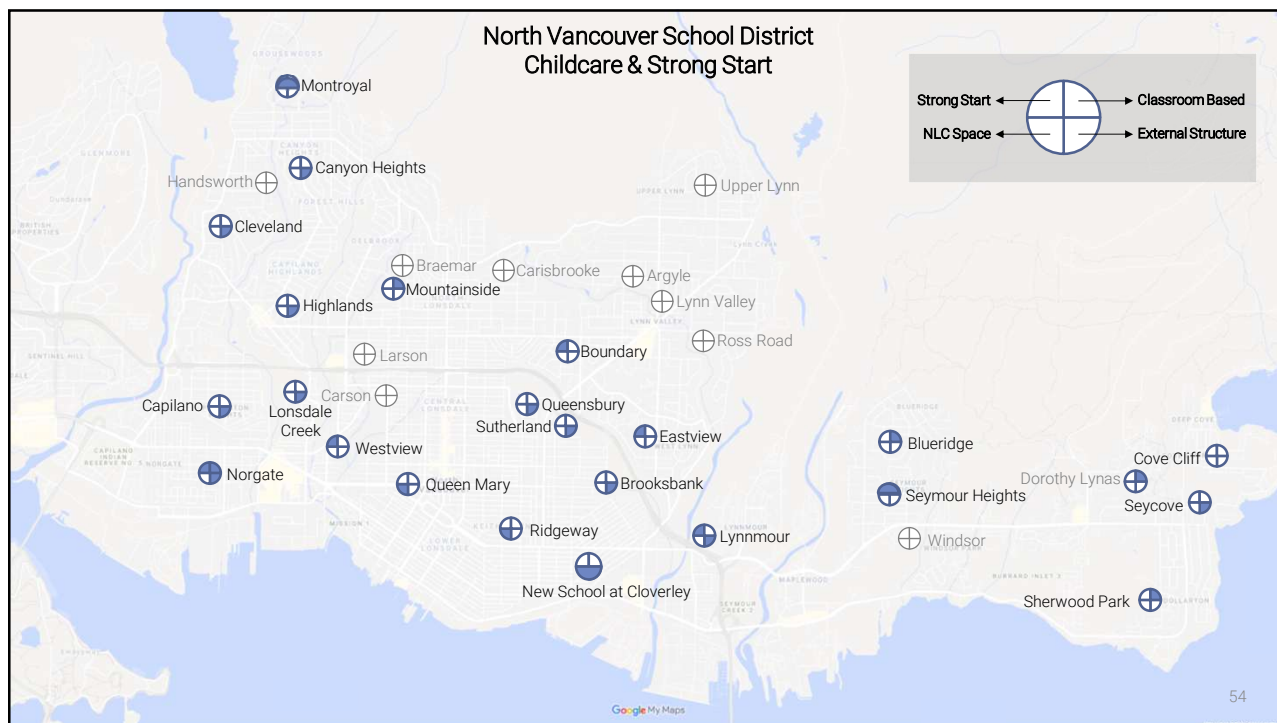


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## 2026 – New Child Care Capacity



### New Spaces – Cloverley Elementary School September 2026

- 12 spaces for children 0 to 36 months
- 25 spaces for children 36 months to school age
- 55 spaces for before and after school care (in NLC space)

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## Stakeholder Feedback



Thank you



Questions?



Feedback?



[fpadmin@sd44.ca](mailto:fpadmin@sd44.ca)

Feedback is always appreciated. Please reach out to us at any time.

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## **Occupational Health and Safety Committee – June 2026**

The North Vancouver School District Occupational Health and Safety Committee (District OHS Committee) is a joint committee with representation from the employer and worker groups, including the North Vancouver Administrators' Association (NOVA), the North Vancouver Teachers' Association (NVTa), and Canadian Union of Public Employees (CUPE). Advisory representatives include staff from the District's Occupational Health and Safety and Facilities and Planning departments. The Committee works collaboratively to identify and resolve health and safety issues and to strengthen the School District's occupational health and safety program, with the goal of reducing workplace injuries and occupational diseases.

The Committee met regularly throughout the 2025–2026 school year, with meetings held on: November 20, 2025, January 15, 2026, April 2, 2026, and June 4, 2026.

Committee Membership 2025–2026:

- Committee Chair: Nelson Dow, Employer Representative, Manager
- North Vancouver Teachers' Association: Vickie Vinaric (Co-Chair) Tammy Daley
- North Vancouver School District Staff: Mike Chapman, Employer Representative, Director Facilities and Planning (Advisory)
- North Vancouver Administrators' Association: Russel Mayert, Julie Bertrand, Jonross Fong
- Canadian Union of Public Employees: Joyce Griffiths, Dawn Gabert, and Wesley Pifer

Each meeting begins with a review of incident statistics with particular attention to injury causes, locations, trends, and severity. Incident data for the reporting period is compared against the same period from the two previous years to support discussion, identify trends, and guide prevention efforts.

The Committee continued to emphasize improving communication and awareness related to incident reporting, hazard communication, and occupational health and safety responsibilities across the North Vancouver School District. Discussions focused on ensuring workers and administrators clearly understand when incidents, near misses, and behavioural events should be reported, and when formal investigations may be required.

The Committee also reviewed hazard communication concerns for workers attending unfamiliar worksites, such as teachers teaching on call, on call education assistants, and custodians. Discussions focused on improving workplace orientation processes, strengthening communication tools, and improving access to Individual Safe Work Instructions (ISWIs) for workers to whom this applies.

At each meeting, time is allotted to allow for round table discussion and worker concerns. The Committee benefits from the diversity of the members and the perspectives brought forward by each representative group and continues to emphasize the importance of reducing physical and mental health injuries at our workplace through the consistent implementation of OHS programs at each worksite.

Discussions throughout the year included:

- Consistent post-incident debriefing practices following workplace incidents
- Communication of violence risk information to workers
- Review of higher-frequency incident locations and associated safety planning
- Improving awareness of hazard reporting and incident investigation requirements

- Supporting consistent implementation of occupational health and safety processes across all sites

Future Focus:

The Committee continues to emphasize the importance of regular participation from all stakeholder groups in District OHS Committee meetings, as well as the importance of strong Joint Occupational Health and Safety Committees (JOHSCs) across all worksites.

During the 2026–2027 school year, the District OHS Committee will:

- Review JOHSC Annual Evaluations to assist schools in identifying opportunities for improvement
- Continue refining communication to schools to support consistent implementation of occupational health and safety activities
- Review serious incidents and identify injury trends and prevention opportunities
- Continue supporting initiatives that improve health and safety awareness across the District
- Review Violence Risk Assessments
- Maintain stakeholder participation at meetings by ensuring an alternate representative attends when a committee member is unavailable.

The District OHS Committee remains committed to strengthening communication, promoting safe work practices, and supporting site-based Joint Occupational Health and Safety Committees in meeting their regulatory responsibilities under WorkSafeBC.

## Sustainability Committee Update – June 2026

The North Vancouver School District Sustainability Committee was established in 2020 to:

- Review and provide advice on major sustainability initiatives, projects, and practices
- Build capacity amongst staff, parents and students as the authors of their own environmentally sustainable future
- Develop and maintain a sustainability policy and sustainability processes for the School District
- Foster and celebrate successful sustainability initiatives within the School District, and
- Consider community partnerships that will assist the School District in achieving its sustainability goals

The North Vancouver School District Sustainability Committee met on June 9, 2026, following the role transition of the Manager of Energy, Sustainability and Environmental Planning. The meeting was chaired by Sunny Savaliya and focused on reconnecting the committee, reviewing current sustainability work, and identifying practical next steps to renew the committee for the 2026/27 school year.

The Committee is comprised of representatives from all education partner groups and includes:

- Sunny Savaliya - Committee Chair, Manager of Sustainability, Energy and Environmental Planning
- Kulvir Mann - Trustee representative for the North Vancouver Board of Education
- Linda Munro - Trustee representative for the North Vancouver Board of Education
- Diane Ehling - Representative for the North Vancouver Administrators' Association
- Joyce Griffiths - Representative for the Canadian Union of Public Employees

The purpose of the meeting was to review sustainability-related projects and initiatives underway across the School District, which included discussion about:

- Reconnected the Sustainability Committee following the role transition and reviewed its historical role in supporting district sustainability work.
- The NVSD's annual environmental footprint and performance indicators for 2024/25 school year
- Provided updates on current energy, building, and sustainability workstreams, including Power Smart Champions recognition, energy performance indicators, lighting studies, facility optimization, retrofit projects, capital projects, and active travel initiatives.
- Discussed school-facing sustainability work, including varying levels of activity across schools and the need for a clearer pathway to support action by teachers, students, staff, and school-based champions.
- Safe and active transportation, including walking school bus. E.g. Capilano and Cloverly.
- Identified opportunities to better support teachers, students, staff, and school champions

Key outcomes and next steps:

- The committee should be renewed for the 2026/27 school year with representatives from the Board of Education, NVTA, NOVA, CUPE, DPAC/NVPAC, and the Student Leadership Council, as some previous representatives have changed roles or are no longer available.
- A broader Sustainability Champions Network should be explored to connect interested teachers, students, administrative staff, facilities staff, PACs, and community partners beyond the formal committee membership.
- In fall 2026, the committee will be relaunched with confirmed 2026/27 membership, an action tracker, and one to two district-wide sustainability campaigns, with the next meeting scheduled following confirmation of the workplan.

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

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

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

**Narration:**

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

**Attachment:**

Land Management Update – June 2026

## **Land Management Update – June 2026**

### **Cheakamus Centre**

- Longhouse: Design of the fire system for the structure is complete and quotes for installation are being obtained from service providers.

### **Cloverley Elementary School**

- School construction and on-site work is tracking on schedule, and daily construction progress is visible within the building and on site.
- Building has been connected to permanent power and municipal water.
- Anticipated school occupancy will be September 3, 2026.
- Off-site civil work has been delayed due to late municipal approval and it will be completed by late November 2026.

### **Handsworth Secondary School – Artificial Turf Field (ATF)**

- Construction of the ATF field project managed by the District of North Vancouver is progressing on schedule. Completion of the project is scheduled for fall 2026.

### **Lynn Valley Elementary School - Expansion Project**

- Construction of the addition and the renovation of two existing classrooms is approaching final completion with the contractor currently wrapping up outstanding deficiencies. Occupancy of all new spaces has been obtained and move-in is in progress.

### **Westview Elementary School – Modular Classroom Addition**

- Construction of the addition is substantially complete. Occupancy of the addition has been obtained, and the school has moved into the addition.
- Final landscaping work is now complete, although the area remains fenced off to ensure grass establishment during the summer months.

### **School Enhancement Project - Windsor Secondary School – Envelope Project**

- Remaining Off-site civil upgrades required by the District of North Vancouver have been deferred until the summer.

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

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

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

**Narration:**

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

**Schedule .C.9..**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

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

**Narration:**

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

**Schedule C.10.**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

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

**Narration:**

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

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

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

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

**Narration:**

| <b>Date and Time</b>                        | <b>Event</b>   | <b>Location</b>  |
|---|--|--|
| Tuesday, September 29, 2026<br>at 6:30 p.m. | Public Board Meeting                                       | Educational Services Centre<br>2121 Lonsdale Avenue<br>North Vancouver |
| Tuesday, October 13, 2026<br>at 6:30 p.m.   | Board & Community Engagement<br>Event                      | Online   |
| Tuesday, November 17, 2026<br>at 6:30 p.m.  | Inaugural Public Board meeting<br>and swearing-in ceremony | Educational Services Centre<br>2121 Lonsdale Avenue<br>North Vancouver |

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

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

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

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

**Meeting Date:** June 16, 2026       **Board**       **Board, in camera**

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

**Narration:**

At the end of the Public Board Meeting, members of the public attending the meeting have an opportunity to obtain clarification concerning the meeting's proceedings. Those who are attending virtually can complete the [Public Board Meeting Questions/Comments Form](#) online or call 604-998-5100 and leave a voice mail. Questions and comments will be accepted until one hour after the adjournment of the meeting. Questions and comments submitted via the online form or phone will be circulated to the Board of Education.

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

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

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