

ADMINISTRATIVE MEMORANDUM

Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
Tuesday, May 19, 2026, at
6:30 pm

		Estimated Completion Time
A.	Call to Order	
A.1.	Acknowledgments	6:30 pm
A.2.	Approval of Agenda (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 April 14, 2026, be approved as circulated)	6:35 pm
A.4.	Public Questions/Comments *	6:40 pm
B.	Action Items	
B.1.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2026/27	7:40 pm
B.2.	2026-27 Trustee Stipends	7:50 pm
C.	Information and Proposals	
C.1.	2026 Election Bylaw	7:55 pm
C.2.	Policy – 100 Series <ul style="list-style-type: none"> • Policy 104: Board of Education – Meetings, and Administrative Procedure • Policy 110: Board of Education – Delegation of Authority 	8:10 pm
C.3.	Policy on Digital Device Use in Schools	8:20 pm
C.4.	Committee Reports – Written Update <ul style="list-style-type: none"> • Audit Committee • Policy Review Committee 	8:25 pm

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

Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
 Tuesday, May 19, 2026 at
 6:30 pm

		Estimated Completion Time
C.5.	Land Management – Written Update	8:30 pm
C.6.	Superintendent's Report	8:40 pm
C.7.	Report Out – British Columbia School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	8:45 pm
C.8.	Trustees' Reports/Highlights	8:55 pm
D.	Future Meetings	9:00 pm
E.	Public Question & Comment Period	9:10 pm
F.	Adjournment	9:10 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, April 14, 2026.

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

A. Call to Order

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

Moved by A. Wilson

Whereas section 67 of the School Act permits trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting can communicate with each other.

Seconded by G. Tsiakos

Carried

A.1. Acknowledgments

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

A.2. Approval of Agenda

Moved by L. Munro

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

Seconded by K. Mann

Carried

A.3. Approval of Minutes

Moved by D. Anderson

that the minutes of the public board meeting of February 24, 2026, be approved as circulated.

Seconded by L. Tumaneng

Carried

Moved by K. Mann

that the minutes of the public board meeting of March 12, 2026, be approved as circulated.

Seconded by L. Tumaneng

Carried

A.4. Public Questions/Comments

There were two public questions received by the Board. However, as the topics were not related to the evening's agenda, Board Chair Wilson informed the other members of the Board that the public questions will be responded to by School District staff via email.

A.5. Educational Presentation – Cheakamus Centre: Outdoor School

Superintendent Dr. Pius Ryan welcomed Conor McMullan, Director of Educational Programming. Conor McMullan presented an overview of the program and updates to the Board. The presenter responded to Trustee's questions.

B.1. Capital Plan Bylaw No. 2026/27-CPSD44-01

Board Chair Wilson welcomed Director of Facilities & Planning Michael Chapman. He provided the Board with an overview of the Capital Plan Bylaw in the agenda package, including the minor capital program. He took questions from the Board.

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

Moved by K. Mann

that School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-01 be read a first time;

Seconded by L. Munro

Carried

Moved by D. Anderson

that School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-01 be read a second time;

Seconded by L. Munro

Carried

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

Moved by G. Tsiakos

that School District No. 44 (North Vancouver) Capital Bylaw No. 2026/27-CPSD44-01 be read a third time, passed, and adopted.

Seconded by K. Mann

Carried

B.2. 2026/27 Budget Consultation Update and Board Direction

Superintendent Dr. Pius Ryan welcomed Assistant Superintendent Arlene Martin, Assistant Superintendent Adam Baumann, and Executive Director, Human Resources Scott Stanley, introduced the item, and gave background on the Budget Consultation process. Staff provided insights into the operational requirements and strategic plan budget directions for recommendation for 2026/27. Secretary Treasurer Emily Huner gave the highlights on the 2026/27 budget risks. The Executive Team took questions from the Board of Education.

Moved by A. Wilson

that the Board of Education direct staff to proceed with the development of the 2026/27 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as outlined in Appendix A.

Seconded by D. Anderson

Carried

B.3. Proposed Revised Policy 211: Special Education Services and Programs

Superintendent Dr. Ryan made opening comments and introduced Janis Mann, District Principal of Inclusive Education. Ms. Mann summarized the review process that was discussed at the February Public Board Meeting, which included the work of the Inclusion Committee and all school district partner groups.

Moved by A. Wilson

That the North Vancouver Board of Education approve the proposed revised Policy 211: Inclusive Education Services and Programs, as attached to this memorandum of April 14, 2026.

Seconded by K. Mann

Carried

Trustee Gerlach left at 8:13 pm.

C.1. Indigenous Education Council – Written Update

A written update on the Indigenous Education Council was included in the Board Package and was taken as read; no questions were asked.

C.2. Policy 609: Information and Communication Systems and Resources – Administrative Procedures – Appropriate Use of Technology

There were no questions or comments. It was taken as read and received.

C.3. Tuesday, March 3, 2026 Standing Committee Report

Board Chair Antje Wilson noted that the summary is included in the agenda package for information.

C.4. Committee Reports – Written Update

Written updates on the Joint Job Evaluation Committee and the Joint Education & Program Implementation 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 February 25, 2026 to April 14, 2026, with an emphasis on their roles as school liaisons.

Meetings attended by Trustees included:

- Public Board Meeting
- Special Public Board Meeting
- In Camera Meeting
- Standing Committee Meeting
- Trustee Seminars
- BCSTA AGM, Online Workshop, Finance & Audit Committee, Metro Branch Meeting, Voter Learning Session, and Legislative Committee Meetings
- BC Public School Employers’ Association (BCPSEA) Sector Call Q&A for Trustee Representatives
- District Student Leadership Council Meeting (Windsor)
- North Shore Standing Committee on Substance Use
- Inclusion Committee
- Safe and Healthy Schools Committee

Events attended by Trustees included:

- 25 Year Employee Recognition Event
- 2026 Trustees' Reception
- Gordon Smith Brilliance Gala
- Westview Elementary Addition Grand Opening
- NVSD Fine arts Open House
- NVSD Dragon's Den Events
- Ready Set Learn Event at Education Services Centre
- Career Pathways – Exploring Careers in the Arts
- North Shore Table Matters Event
- North Shore Restorative Justice Society Event at Capilano University
- Various school visits or events: Brooksbank Elementary, Capilano Elementary, Cove Cliff Elementary, Dorothy Lynas Elementary, Handsworth Secondary, Highlands Elementary, Montroyal Elementary, Mountainside Secondary, Norgate Elementary, Seycove Secondary, Seymour Heights Elementary, Sherwood Park Elementary, Windsor Secondary

D. Future Meetings

The next Public Board Meetings were 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.

President of the North Vancouver Teachers' Association, Vickie Vinaric had two questions.

Q: Where is the funding coming from for the Youth Engagement Workers?

A: The work of the Youth Engagement Workers, which is different from Education Assistants, is funded through a special purpose grant from the government, "Community Link" funding.

Q: Why, during the Board's budget discussions, was the teachers' pay increase considered an unfunded liability?

A: NVSD #44 anticipates that the 3% will be funded. Even though teachers will receive the negotiated 3% salary increase, the school district may not get the funding to fully cover the cost of the accompanying benefits that come with the increase. It is being closely monitored.

F. Adjournment

The established agenda being completed, Board Chair Wilson adjourned the meeting at 8:41 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: May 19, 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 ..B.1..
of the
Administrative Memorandum

Meeting Date: May 19, 2026 **Board** **Board, in camera**

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2026/27**

Narration:

As required under the *School Act*, the Board of Education must adopt its budget bylaw on or before June 30 for the next fiscal year. The draft 2026/27 preliminary annual budget, which balances estimated expenses to forecasted revenues, is presented to the Board of Education for consideration in the format specified by the Minister of Education and Child Care, in the amount of \$268,363,868

As required under Policy 711: Financial Planning and Reporting Policy, the Board of Education approved the consultation process for the development of the 2026/27 preliminary annual budget at the November Public Board meeting.

Input on the 2026/27 budget was invited from February 3 to 23, 2026 by providing written input by completing the on-line survey or email or attending the Standing Committee Meetings hosted on February 3 and March 3. The school district received 499 responses that were shared in the April Public Board meeting package.

At the February 3, 2026 Standing Committee Meeting, senior staff provided context for developing the annual operating budget including highlights from the current year and planning assumptions that inform student enrolments, school district funding and revenues, staffing requirements and obligations for next year, while keeping in focus the Framework for Enhanced Student Learning (FESL). Attendees participated in staff supported table discussions to share perspectives and identify considerations for the Board of Education and Senior Leadership Team.

The second Standing Committee Meeting was hosted on March 3, 2026. Senior staff provided the context for development of the annual budget and provided insights into 2025/26. District principals and school administrators support table discussions regarding school district activities and initiatives that align with the goals of public education – Intellectual, Human and Social Development and Career Education.

At the April 14, 2026 Public Board Meeting, Executive presented the recommendations for the 2026/27 budget priorities for consideration. The recommendations were adopted by the Board of Education and form the foundation for the 2026/27 preliminary annual budget.

The Audit Committee met on May 12, 2026 to review the 2026/27 preliminary annual budget. Staff provided an overview of planning assumptions that informed student enrolments, the ministry operating grant and the required staffing along with total revenue and expenses. The Audit Committee recommended approval of the budget as presented.

The 2026/27 preliminary annual budget, in the form required by the Ministry of Education and Child Care, incorporates the Board approved strategic directions and considers the input received. The Board will consider adopting the 2026/27 Annual Budget Bylaw at this evening's meeting.

Senior staff will be available to respond to questions from Trustees.

Attachments:

Annual Budget Bylaw for 2026/27
School District Annual Budget Fiscal Year 2026/27
2026/27 Preliminary Annual Budget - Notes and Assumptions

RECOMMENDED MOTION:

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

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

Meeting Date: May 19, 2026 **Board** **Board, in camera**

Topic (as per the Memorandum): 2026/27 Trustee Stipends

Narration:

Section 71 of the *School Act* states that “a board may authorize annually the payment of remuneration to the chair, vice chair and other trustees, and...a reasonable allowance for expenses necessarily incurred by the trustees in the discharge of their duties.”

In March 2013, the Board of Education adopted [Policy 107: Board of Education – Trustee Stipend, Resources, and Expenses](#). This policy and related [Administrative Procedures](#) addressed the method by which the annual stipend would be adjusted annually, each July 1, in accordance with the increase in the Vancouver Consumer Price Index (CPI). The Board of Education must pass a resolution each year to authorize any change in remuneration.

The last change to Trustee Stipends was approved at the May 20, 2025 Public Board meeting which reflected a 2.6% increase, consistent with the annual change in the Vancouver CPI.

The Board of Education is being asked to consider only one option for Trustee Stipends effective July 1, 2026. The 2025 Vancouver CPI rate is based on the calendar year for the 12 months ending December, which is consistent with previous increases for stipends.

This option provides for the annual increase in CPI of 2.1%; based on the most recent calendar year. The annual budget increase would be \$4,737.

Position	Current Annual Rate	Proposed Annual Rate	Proposed Annual Increase	Proposed Annual % Increase
Chair	\$ 34,377	\$ 35,099	\$ 722	2.1%
Vice Chair	\$ 32,642	\$ 33,327	\$ 685	2.1%
Trustee	\$ 31,715	\$ 32,381	\$ 666	2.1%

Annual Budget Impact **\$ 4,737**

RECOMMENDED MOTION:

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.



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

Meeting Date: May 19, 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.

Secretary Treasurer Emily Huner will provide an overview on the 2026 Municipal Election bylaw.

Attachment:
2026 Municipal Election Bylaw (for information only)

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
May 19, 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:

Trustee electoral area description:	# of trustees
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 XX DAY OF JUNE, 2026;

READ A SECOND TIME THE XX DAY OF JUNE, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE XX DAY OF JUNE, 2026;

CORPORATE SEAL

Board Chair

Secretary Treasurer

Schedule ..C2...
of the
Administrative Memorandum

Meeting Date: May 19, 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 information.

Attachments:

Draft Policies

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

Policy 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: XX, 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.

1. 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.

2. 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

Page 1 of X | Policy 104: Board of Education – Meetings
Adopted [Month, Day, Year]

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.

3. Inaugural Meeting

The inaugural meeting will be scheduled no earlier than the first Monday after November 1st 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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

13. 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.

14. 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 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 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.

15. 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.

16. 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*.

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.

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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 ..Ç3...
of the
Administrative Memorandum

Meeting Date: May 19, 2026 **Board** **Board, in camera**

Topic (as per the Memorandum): **Policy on Digital Device Use in Schools**

Narration:

The Board of Education is considering implementation of a new policy regarding digital devices.

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 Digital Device Use in Schools is in the review stage to ensure alignment. It is included in the Board's package for information only.

Attachment:
Draft Policy on Digital Device Use in Schools

XXX Digital Device Use in Schools

Date Adopted or Last Revised: xx

Policy Movers: Chair Antje Wilson, Vice Chair Daniel Anderson

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 .C.A..
of the
Administrative Memorandum**

Meeting Date: May 19, 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:

Audit Committee
Policy Review Committee

Audit Committee – May 12, 2026

The Audit Committee was introduced in 2016 to assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, the Board of Education's process for monitoring compliance with laws and regulations and the codes of conduct, and the budget process.

Committee members include three representatives from the Board of Education: Daniel Anderson, Lailani Tumaneng and George Tsiakos, and two Independent Financial Experts Roy Uyeno and Jodi Rustad. The Committee is supported by Dr. Pius Ryan, Superintendent, Emily Huner, Secretary Treasurer, Eileen Chin, Director of Financial Services, and Rain Hou, Manager, Budgets and Forecasting

The Committee met on May 12, 2026. The primary purpose of the May meeting is to review the 2026/27 Preliminary Annual Budget. Additional items discussed included:

- 2025/26 Audit Planning Report, presented by KPMG;
- Financial results and capital fund update as of March 31, 2026; and
- Operating Fund forecast to June 30, 2026.

Following the presentation of the preliminary budget, the Audit Committee recommended approval of the budget as prepared, as well as the utilization of \$1,472,665 of the Accumulated Operating Surplus to balance the Operating Fund budget.

The Committee members also met in camera with KPMG, with staff.

The next Committee meeting will be scheduled for the fall of 2026.

Policy Review Committee – May 2026

The Policy Review Committee met virtually on April 27, 2026, with representation from the Board, NVTA, NVPAC and NoVA.

The Committee continued its discussion regarding the evolving direction of policy governance work in British Columbia, including guidance from the British Columbia School Trustees Association (BCSTA) Policy Review Working Group. Discussion focused on strengthening the distinction between Board policy, which establishes values, direction and governance expectations, and Administrative Procedures, which outline operational implementation.

The Committee also reviewed proposed direction for a new consolidated 300-level policy focused on student and staff safety. Consistent with emerging BCSTA guidance and ongoing policy modernization efforts, the proposed approach would streamline several existing Health and Safety policies into a smaller number of overarching governance policies supported by detailed Administrative Procedures. Discussion highlighted the importance of maintaining clear governance direction while improving usability, navigation and overall coherence within the policy framework.

Committee members reflected on the importance of ensuring policies and procedures are accessible, user-friendly and clearly organized for staff, students, families and future trustees. Members emphasized the value of concise, high-level policies supported by clear Administrative Procedures that provide operational clarity and reduce ambiguity. The concept of a “two-click rule” for accessibility and navigation was discussed as a helpful principle in improving usability.

The Committee also discussed the importance of ongoing review and refinement of Administrative Procedures (APs) to support transparency, consistency and shared understanding across partner groups. Members noted that clear APs separated from policy can help reduce misunderstandings and support more effective implementation of Board direction.

Trustees reflected on the significant progress made over the current Board term in reviewing and updating legacy policies, many of which had not been revised for several years. Discussion also acknowledged that current work is increasingly focused on governance clarity, usability and alignment between policy and practice.

The Committee will continue this work in support of future Boards and ongoing policy modernization efforts.

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

Meeting Date: May 19, 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 – May 2026

Land Management Update – May 2026

Cheakamus Centre

- Longhouse: Electrical Engineer is designing a basic fire system for the structure that we expect to receive in May.

Cloverley Elementary School

- Project is tracking on schedule, and daily construction progress is visible within the building and on site. Major progress has been made in flooring installation, painting and millwork installation, while work on sloped roofs and exterior grading is showing steady progress. It is expected that work in the Childcare area will be completed by early June.
- BC Hydro electrical service installation has been completed, and the electrical system is expected to be energized by mid-May pending BC Hydro availability.
- Anticipated school occupancy will be September 3, 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 progressing. Partial Occupancy of the addition has been achieved. Minor renovation work to the existing school is now near completion. Final landscaping work is near completion. Final occupancy is anticipated shortly, with total project completion anticipated for late spring 2026.

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.6..
of the
Administrative Memorandum**

Meeting Date: May 19, 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.7...
of the
Administrative Memorandum

Meeting Date: May 19, 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.8..
of the
Administrative Memorandum**

Meeting Date: May 19, 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: May 19, 2026 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, June 16, 2026 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue 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: May 19, 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.