

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, November 21, 2023, at
6:30 p.m.

		Estimated Completion Time
A.	Call to Order	
A.1.	Acknowledgments	6:30 p.m.
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	6:30 p.m.
A.3.	Approval of Minutes (that the minutes of the Public Meeting of October 24, 2023, be approved as circulated)	6:35 p.m.
A.4.	Public Questions/Comments *	6:45 p.m.
A.5.	Educational Presentation: Outdoor School	6:55 p.m.
B.	Action Items	
B.1.	Election of a Board Chair	7:00 p.m.
B.2.	Election of a Board Vice Chair	7:05 p.m.
B.3.	Election to BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	7:10 p.m.
B.4.	Proposed New Policy 614: <i>Public Interest Disclosure</i>	7:30 p.m.
B.5.	2024/25 Budget Development Consultation Process	7:45 p.m.
C.	Information and Proposals	
C.1.	North Vancouver Parent Advisory Council Annual Report 2022/23	8:00 p.m.
C.2.	Committee Reports – Written Update <ul style="list-style-type: none"> • Audit Committee 	8:05 p.m.
C.3.	Land Management - Written Update	8:10 p.m.

* 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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	Estimated Completion Time
C.4. Tuesday, November 14, 2023, Standing Committee Meeting	8:15 p.m.
C.5. Superintendent's Report	8:30 p.m.
C.6. Report Out - BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	8:35 p.m.
C.7. Trustees' Reports/Highlights	8:45 p.m.
D. Future Meetings	9:00 p.m.
E. Public Question & Comment Period	9:00 p.m.
F. Adjournment	9:00 p.m.

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, October 24, 2023.

PRESENT: K. Mann, Chair
D. Anderson
C. Gerlach
G. Tsiakos
L. Tumaneng
A. Wilson

REGRETS: L. Munro, Vice Chair

A. Call to Order

Board Chair Kulvir Mann called the meeting to order at 6:34 p.m.

A.1. Acknowledgments

Board Chair Mann acknowledged the traditional territorial lands of the Sk̓wx̓wú7mesh (Squamish) Nation and səliilwətaʔt (Tsleil-Waututh) Nation.

A.2. Approval of Agenda

A revision to the agenda was requested, to defer approval of the proposed new Policy 614: Public Interest Disclosure to the next Public Board Meeting.

Moved by G. Tsiakos

That the agenda, as recommended in the Administrative Memorandum, as amended be adopted.

Seconded by C. Gerlach

Carried

A.3. Approval of Minutes

Moved by A. Wilson

that the minutes of the public meeting of September 26, 2023, be approved as amended to correct minor grammar and typos.

Seconded by G. Tsiakos

A.4. Public Question/Comment Period

The public comment concerning the playing field for Handsworth Secondary was read into the record.

A.5. Educational Presentation: Healthy Futures

Dr. Pius Ryan, Superintendent, welcomed Tine Parker, District Vice Principal, Healthy Schools and Luke Smeaton, Manager of Sustainability, to present an update to the Board of Education on the Healthy Futures Program which aims to support food security for students.

The presenters responded to Trustees' questions.

B.2. Notice of Motion - Policy 103: Board of Education: Policy Development – Administrative Procedures

Trustee Cyndi Gerlach and Trustee George Tsiakos introduced the notice of motion. As outlined in Policy 103: Board of Education: Policy Development, the Superintendent has exclusive responsibility and control over the approval and implementation of all Board of Education Policies. Under the proposed Notice of Motion, the Board of Education would be responsible for approving changes to the Administrative Procedures for the Board Governance and Foundation Policies (100 series).

Moved by C. Gerlach

that the Board of Education adopt the recommended changes to Policy 103: Board of Education - Policy Development, as outlined in Appendix A, and direct the Superintendent, through the Policy Review Committee, to update Policy 103 and related Administrative Procedures to reflect these changes.

Seconded by G. Tsiakos

Carried

C.1. New Elementary School in Cloverley Neighbourhood

Secretary Treasurer Jacqui Stewart introduced Jim MacKenzie, Director of Facilities and Planning, who provided an overview of the planning for the new elementary school in the Cloverley neighborhood.

Mr. MacKenzie provided clarification and responded to Trustees' questions.

C.2. Enrolment Update

Secretary Treasurer Stewart Introduced Justin Wong, District Principal, Administrative Services to provide an update regarding school district enrolment for the 2023/24 school year. District Principal Wong highlighted year over year growth and comparisons between the projected and actual enrolments for September 2023.

Mr. Wong responded to Trustees' questions.

C.3 Organization of Classes Update

District Principal Wong provided an update on the organization of classes for the 2023/24 school year. The report provided a snapshot of average class sizes with historical trends.

Mr. Wong responded to questions about the presentation.

C.4. Committee Reports – Written Update

Written updates on the Communications Committee, the District Screening Committee and the Policy Review Committee were included in the Board Agenda Package.

Dr. Ryan responded to questions about the reports.

C.5. Land Management – Written Update

A written update on current land management projects was included in the Board Agenda Package, no questions were asked.

C.6 Standing Committee Meeting of Tuesday, October 10, 2023

Trustee Cyndi Gerlach provided a brief summary of the meeting.

C.7. Superintendent's Report

Chair Mann introduced Dr. Ryan, Superintendent, who provided an update to Trustees on events, initiatives and programming across the school district since the September Public Board Meeting.

Dr. Ryan responded to Trustees' questions.

C.8. Report Out – British Columbia School Trustees Association and BC Public School Employers' Association

Trustee Tsiakos provided an update on information related to the British Columbia School Trustees Association including the recent Provincial Council meeting.

Trustee Gerlach did not have any updates regarding the BC Public School Employers' Association.

C.9. Trustees' Reports/Highlights

Trustees shared their recent highlights, for activities from September 27 to October 24, 2023, with an emphasis on their roles as school liaisons.

- **Meetings attended by Trustees included:**

- Public Board Meeting
- Standing Committee Meeting
- Trustee Seminars and Retreat
- Artists for Kids Management Meeting
- Communications Committee Meeting
- District Student Leadership Council Meetings
- Indigenous Education Council Committee Meeting
- Kindergarten Information Session
- North Vancouver Parent Advisory Council Meet and Greet
- Parent Advisory Council meeting at Handsworth Secondary
- School Calendar Committee Meeting
- North Shore Table Matters Meeting
- North Vancouver Recreation & Culture Commission Meeting
- BCSTA Provincial Council Meeting
- BCSTA Metro Branch Meeting
- BCSTA Inclusion & Accessibility Working Group
- BCSTA Board Chairs Meeting and Advocacy Day with MLAs at BC Legislature in Victoria

- **Events attended by Trustees included:**

- City of North Vancouver Mayor's Gala
- National Day for Truth & Reconciliation Ceremony and Assembly at Argyle Secondary, Carson Graham Secondary School and the former St Paul's residential school led by Squamish Nation
- North Shore Youth Resources Fair at the Education Services Centre
- Celebration for completion of Argyle Secondary Artificial Turf Field
- Cross Country Meet at Lynnmour Elementary
- School Visits: Argyle Secondary, Braemar Elementary, Capilano Elementary, Carisbrooke Elementary, Lynnmour Elementary and Mountainside Secondary.

D. Future Meetings

Date and Time	Event	Location
Tuesday November 14, 2023 at 6:30 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, November 21, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, December 19, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver

E. Public Question/Comment Period

The Chair 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.

Questions were asked by three members of the public, on separate topics.

F. Adjournment

The established agenda being completed, Board Chair Mann adjourned the meeting at 8.42 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Kulvir Mann
Chair, Board of Education

Date

Date

Schedule A.4
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **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 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 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: November 21, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Educational Presentation – Outdoor School**

Narration:

A significant part of students' experience on the Outdoor School Program involves opportunities to develop and apply social emotional learning skills. This has been particularly true in the years following the pandemic as children typically have spent less time away from home and their immediate family. Since fall 2022, the Outdoor School Program has placed significant focus on supporting elementary and secondary students in successfully navigating challenges involving social emotional learning and mental health. The feedback received from students, leaders and teachers and support staff confirms the positive impact these immersive learning experiences are having on students' sense of self and their connection to the school community.

A brief update will also be provided on the Secondary Indigenous Cultural program pilot to be offered at the Cheakamus longhouse this winter.

Conor McMullan, Director of Educational Programs at the Cheakamus Centre will provide an overview of the programs.

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

Meeting Date: November 21, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election of a Board Chair**

Narration:

The Board is required by its [Policy 104: Board of Education - Meetings](#) to elect one of its members to be Chair of the Board. Under the authority of [Policy 101: Board of Education - Role and Function](#) and Section 67 (4) of the *School Act*, the election of a Chair shall generally adhere to the following standard format:

- (i) call for nominations for the position of Chair of the Board for the term commencing December 1, 2023 and ending November 30, 2024, or until a successor has been elected;
- (ii) declare the Chair elected if there is only one nomination;
- (iii) if there is more than one nomination, appoint two scrutineers and conduct an election by ballot;
- (iv) announce the successful candidate; and,
- (v) if necessary, call for a Board resolution authorizing the destruction of the ballots.

Secretary Treasurer Jacqui Stewart will call for nominations for the position of Chair of the Board for the term commencing December 1, 2023, and ending November 30, 2024, or until a successor has been elected.

Schedule B.2
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election of a Board Vice Chair**

Narration:

In keeping with Section 67 (4) of the *School Act* and as required by Board [Policy 101: Board of Education - Role and Function](#), the Board Chair will conduct the election for a Vice Chair for the term commencing December 1, 2023, and ending November 30, 2024, or until a successor has been elected. The Board Chair will adhere to the format used to elect the Chair.

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

Meeting Date: November 21, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election to BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)**

Narration:

The Board is required to elect two Trustees to the British Columbia School Trustees Association (BCSTA) provincial council. One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

[BCSTA](#) is a non-profit, voluntary organization dedicated to assisting boards of education in their key work: improving student achievement through community engagement. The key work concept, which BCSTA introduced in 1998, explains in straightforward terms what it is that school trustees are elected to do, and how they do it.

The Board is required to elect two Trustees to the British Columbia Public School Employers' Association (BCPSEA). One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

[BCPSEA](#) is the accredited bargaining agent for the province's 60 public boards of education, for unionized teaching and support staff in the British Columbia K-12 public education system.

Procedurally, the Board may elect its representatives as follows for each of the following four positions:

- British Columbia School Trustees Association representative and alternate
- British Columbia Public School Employers' Association representative and alternate

Procedure:

1. the Chair will call for nominations for the Board's representative to each of the respective organizations for the term of January 1, 2024 to December 31, 2024 or until a successor has been elected.
2. declare the representative elected if there is only one nomination.
3. if there is more than one nomination, appoint two scrutineers and conduct an election by ballot.
4. the Chair will announce the successful candidate.
5. repeat steps 1 to 4 for the Board's alternate representative to the organization.

Schedule B.4
of the
Administrative Memorandum

Meeting Date: November 21, 2023

Board

Board, in camera

Topic (as per the Memorandum): **Proposed New Policy 614: *Public Interest Disclosure***

Narration:

In 2019, the provincial government introduced the *Public Interest Disclosure Act*, the framework for “whistleblower” protection for employees in the BC public service. The legislation comes into effect for school districts on December 1, 2023.

To assist school districts to implement this new legislative requirement, British Columbia Public Sector Employers’ Association (BCPSEA) worked with legal counsel to provide template documents. The Toolkit contains templates for the Policy, Administrative Procedures and the Disclosure Form.

The draft policy has been shared with the Policy Review Committee.

Scott Stanley, Executive Director of Human Resources will introduce the proposed new policy and related materials.

Attachments:

- Proposed Policy 614: Public Interest Disclosure
- Proposed Policy 614: Public Interest Disclosure - Administrative Procedures
- Proposed Policy 614: Public Interest Disclosure Form

RECOMMENDED MOTION:

that the Board of Education approve *Proposed New Policy 614: Public Interest Disclosure*, as attached to this Administrative Memorandum of November 21, 2023.

Policy 614: Public Interest Disclosure

Policy

1. Purpose

The Board of Education of School District No. 44 ("School District") is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA").

The purpose of this Policy and related Administrative Procedures is to establish a process, in compliance with PIDA, for employees, former employees, and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

2. Scope of Policy

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

3. Definitions

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

"Advice" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;

"Discloser" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

"Disclosure" means a report of Wrongdoing made under this Policy;

"Employee" refers to a past and present employee of the School District;

"FIPPA" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

"Investigation" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;

“Personal Information” has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“Personnel” means Employees and Trustees;

“PIDA” means the *Public Interest Disclosure Act* of British Columbia, and all regulations;

“Procedure” means the School District’s Administrative Procedure associated with this Policy, as amended;

“Reprisal” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

“Trustee” means a past or present member of the School District’s Board of Education; and,

“Wrongdoing” refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;
- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

4. Principles

The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Procedures.

The School District will investigate Disclosures that it receives under this Policy in accordance with this policy’s associated administrative procedures.

The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.

The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

5. Privacy and Confidentiality

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

6. Reporting

Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

7. Responsibility

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority to the Secretary-Treasurer or other senior members of the School District.

Policy 614: Public Interest Disclosure Administrative Procedures

I. Definitions

Capitalized terms in these Administrative Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

1. **“Designated Officer”** means the Superintendent and any other senior member of the school district designated by the Superintendent from time to time, which includes, in accordance with Section V. of this Procedure, the Secretary Treasurer, the Executive Director of Human Resources, and the Chair of the Board of Education;
2. **“Disclosure Form”** means the form attached to this Procedure as Appendix 1;
3. **“Ombudsperson”** means the Ombudsperson of British Columbia;
4. **“Policy”** means the School District’s Public Interest Disclosure Policy;
5. **“Protection Official”** means:
 - a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
 - c. in any other case, a police force in British Columbia.
6. **“Respondent”** means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;
7. **“School”** means
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
 - b. the teachers and other staff members associated with the unit, and
 - c. the facilities associated with the unit,and includes a Provincial resource program and a distributed learning school operated by a board;
8. **“Supervisor”** includes
 - a. an Employee’s direct management supervisor,
 - b. for school-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
 - c. for Trustees, the Board Chair or the Superintendent;

9. **“Urgent Risk”** arises there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

II. Who May Make a Disclosure

1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.
2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.
3. Reports received from members of the public or from Employees or Trustees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Procedure.

III. How to Make a Disclosure

1. An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
 - a. that person’s Supervisor;
 - b. the Superintendent;
 - c. a Designated Officer other than the Superintendent; or
 - d. the Ombudsperson.
2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
 - a. a description of the Wrongdoing;
 - b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
 - c. the date or expected date of the Wrongdoing;
 - d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
 - e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
3. A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or PIDA

will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

IV. How to Make a Disclosure About Urgent Risk

1. PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
2. Before making a public disclosure of an Urgent Risk the Employee or Trustee must:
 - a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
 - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
 - c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
 - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
 - e. seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee or Trustee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with Section III above.
4. If the Employee or Trustee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee or Trustee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

V. Referral to Designated Officer

1. Each Supervisor and any other Employee or Trustee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
 - a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Procedure to any other Designated Officer;
 - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

VI. Responsibilities of the Designated Officer

1. The Designated Officer is responsible to:
 - a. Receive and respond to any Disclosure;
 - b. Receive and respond to reports made about Urgent Risks;
 - c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
 - d. Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;
 - e. Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
 - f. If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;
 - g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
 - h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section VIII. below;
 - i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
 - j. Manage communications with the Discloser and Respondent;
 - k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with Section VIII.7; and
 - l. Ensure that, in accordance with Section IX. of this Procedure, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

VII. Responsibilities of Employees and Trustees

1. All Employees and Trustees are responsible to:
 - a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
 - b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and PIDA;
 - c. maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Procedure, and PIDA;
 - d. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
 - e. seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
 - f. comply with the requirements of this Procedure and PIDA concerning Urgent Risks.

VIII. Investigations

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure does not provide adequate particulars of the Wrongdoing;

- b. the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;
 - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - d. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - e. the Disclosure relates solely to a public policy decision;
 - f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - g. the Investigation may compromise another investigation; or
 - h. PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and Section III.3. above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
- a. notice of any finding of Wrongdoing;
 - b. a summary of the reasons supporting any finding of Wrongdoing;
 - c. any recommendations to address findings of Wrongdoing.

IX. Privacy and Confidentiality

1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Procedures and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
3. Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.

4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

X. Reprisals

1. The School District will not tolerate Reprisals against Employees or Trustees.
2. Any Employee or Trustee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
3. Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

DRAFT

Policy 614: Public Interest Disclosure

Appendix 1 - Disclosure Form

Instructions

Before filling out this Public Interest Disclosure Form, please review the School District's Public Interest Disclosure Policy and Administrative Procedures. Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by email to sstanley@sd44.ca or by mail to:

Attn: Executive Director, Human Resources
2121 Lonsdale Avenue, North Vancouver, BC
V7M 2K6

Privacy Statement

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Executive Director, Human Resources, by email, by mail, or by telephone at 604-903-3444.

Confidentiality

Reports made under the *Public Interest Disclosure Act* are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the *Freedom of Information and Protection of Privacy Act* and the *Public Interest Disclosure Act* or other applicable laws.

Completing the Disclosure Form

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

Disclosure Report

1. Are you a current employee of the School District?

Yes

No

2. Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?

- Yes No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the *Public Interest Disclosure Act*, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the *Public Interest Disclosure Act* for any of the following categories of wrongdoing. Please check any that apply:

- serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- a serious misuse of public funds or public assets;
- gross or systemic mismanagement;
- knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or procedure of the School District.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to the School District?

- Yes No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS

Schedule B.5
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **2024/25 Budget Development Consultation Process**

Narration:

The North Vancouver Board of Education will be undertaking a public consultation process for the development of the 2024/25 annual budget. The proposed plan for the process affords opportunities to the education partners and public to discuss their budget priorities through meetings, as well as submit written comments.

The proposed process involves the Board inviting its education partners: the North Vancouver Parent Advisory Council (NVPAC); District Student Leadership Council (DSLCL), North Vancouver Teachers' Association (NVTAs), Canadian Union of Public Employees (CUPE Local 389), and North Vancouver Administrators' Association (NoVA), both local First Nations and the public, to attend budget information and discussion sessions that provide opportunities for their input. In addition, consultation with the First Nations will also occur through the Indigenous Education Council which includes representation from the Squamish, Tsleil-Waututh Nation and Metis Nation of BC.

Presentations in February and March, by school district staff, will inform attendees of the financial status and the provincial government requirements used to develop the annual budget. This information will provide opportunities for informed dialogue regarding budget priorities. At the March 5, 2024 Standing Committee Meeting, education partners will be provided an opportunity to make a presentation about their top three priorities or provide written submissions.

As required by Section 11 of the *School Act*, the Board's 2024/25 Budget Bylaw must be developed and adopted on, or before, June 30 of the current fiscal year. The following process and timelines are proposed for the 2024/25 budget development:

- 1. February 6, 2024 – Public Standing Committee Meeting**
 - Staff presentation and discussion of issues and opportunities related to the development of the 2024/25 Preliminary Budget include:
 - a) Amended operating grant 2023/24 (for the current fiscal year);
 - b) Three-year forecast, financial risks, assumptions, and future considerations;
 - c) Review of the 2023/24 budget priorities and themes (from the current fiscal year) and how that will support budget planning for the 2024/25 budget (for the next fiscal year).
- 2. February 6 – March 8, 2024 – Input on Budget Development**
 - Email comments may be submitted at budgetcomments@sd44.ca or written submission to the Secretary Treasurer.
- 3. March 5, 2024 - Public Standing Committee Meeting – Finance and Facilities**
 - Partner group presentations or submission of top three priorities. Participation in this activity will be at the discretion of each Partner group;
 - Staff presentation and discussion of issues and opportunities related to the:
 - a) Enrolment analysis;

- b) Revenue analysis;
- c) Expense analysis;
- d) Financial risks and assumptions; and,
- e) Budget priorities in alignment with the Strategic Plan 2021-2031.

4. April 16, 2024 – Public Board Meeting

- Presentation of recommended priorities, adjustments and improvements, as proposed by the education partners, the public and staff, for consideration and inclusion by the Board of Education in the 2024/25 Annual Budget.

5. May 21, 2024 – Public Board Meeting

- 2024/25 Annual Budget Bylaw presented for approval and adoption by the Board of Education; and,
- Motion to approve the Use of Operating Surplus (if needed).

This timeline allows approval of the Annual Budget Bylaw at the June 18, 2024 Public Board meeting if additional time is required.

Information will be posted on the school district website about the budget development process. In addition, the budget development process will be highlighted in various communications to the school district community, including social media with intent to draw public interest and engage stakeholders.

RECOMMENDED MOTION:

that the Board of Education approve the proposed consultation process and timelines identified within Board Schedule B.5. for the development of the 2024/25 annual budget.

Schedule C.1
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **North Vancouver Parent Advisory Council Annual Report 2022/23**

Narration:

The North Vancouver Parent Advisory Council (NVPAC) provides a collective voice for parents in the North Vancouver School District. The NVPAC liaises with parent advisory councils (PACs) at all district schools and provides valuable feedback to the Board of Education, senior executive staff, and the BC Council of Parent Advisory Councils (BCCPAC), its provincial affiliate.

The Board of Education provides an annual grant of \$7,500 to the NVPAC to support activities. As a condition of receiving the annual grant, the NVPAC provides a summary report to the Board on its major activities during the school year.

The North Vancouver Parent Advisory Council will present the NVPAC's Annual Report for the 2022/23 school year.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **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.

Attachment:

Audit Committee

Audit Committee – November 2023

The North Vancouver School District Audit Committee was first 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.

The Audit Committee convened on November 9, 2023, and was attended by Audit Committee Chair, Daniel Anderson, Trustee Kulvir Mann, Trustee Linda Munro and Independent Financial Expert Roy Uyeno. Staff in attendance were Pius Ryan, Superintendent, Jacqui Stewart, Secretary Treasurer, Helena Drury, Director of Financial Services, and Rain Hou, Manager, Budgets and Forecasting.

The primary purpose of the November meeting was to review the draft budget consultation process for 2024/25. The Committee provided recommendations on additional information that should be included in the timelines, and approved a recommendation that the Board adopt the schedule as revised. Additional items discussed included:

- 1701 enrolment update;
- financial results to October 31, 2023;
- update on major capital spending; and
- statement of financial information

The next Committee meeting will be held on February 27, 2024.

Schedule C.3
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **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 – November 2023

Land Management Update – November 21, 2023

Argyle Secondary School

- No significant changes.
- Seismic replacement project is complete.
- New outdoor basketball practice area – project is complete except landscaping (project led by school district).
- New sports court and artificial turf field projects – the majority of the work is complete and final finishing details in progress (project led by the District of North Vancouver).
- Kilmer Creek – additional planting has been installed and final inspection imminent.

Carson Graham Secondary School – Heat Pump Renewal

- Replacement heat pumps ordered for school. Installation planned for summer 2024. This will require summer school to be hosted at another secondary school.

Cheakamus Centre's Environmental Learning Centre – Envelope Rehabilitation

- No change. Contractor to complete final deficiencies.

New Elementary School in the Cloverley Neighborhood

- Design development in progress. Scheduled to be completed late December 2023.
- Request for quotation for tree removal has been issued and will close on November 22, 2023. A total of 35 trees will be removed starting on December 4, 2023. The City of North Vancouver has issued a Tree Removal Permit for this work.
- Existing school will be demolished in 2024. To ensure public safety, the school district will be fencing off the area around the existing closed school soon.
- The school district will host a public information meeting on January 17, 2024, from 6:30 to 8:30 pm, in the gymnasium of Ridgeway Elementary School.
- Project to be tendered in June 2024 with construction start anticipated for August 2024.

Handsworth Secondary School – Seismic Replacement

- Additional top soil dressing and re-seeding is required to be completed by contractor to resolve deficiencies.
- Fencing will remain in place until landscape architect provides final sign off for use.

Lucas Centre – Project Request

- No change. Request submitted to the Ministry in the 2024/25 Capital Plan for funding to partially demolish the West and South blocks of the building. A response is not anticipated until March 2024.

Lynn Valley Expansion Project

- No significant changes.
- Design work is in progress.
- Development Variance Application to the District of North Vancouver is in progress.
- Building Permit Application is scheduled for November.
- Construction activity is scheduled to commence during the summer 2024.

Mountainside Secondary School – Seismic Upgrade

- Block 1B roof replacement is in progress.
- Work to be completed by December 31, 2023.
- Sports field available for practice, further seasonal repairs planned for spring 2024.

School Enhancement Projects

- Seycove Secondary School – woodshop dust collection system – installation complete, start up and final commissioning targeted for mid-November.
- Windsor Secondary School – Envelope Project – Request for Proposal has been issued, closing date scheduled November 20, 2023.

ChildCareBC New Spaces Fund

- Renovations funded through the ChildCareBC New Spaces Fund were completed at Seymour Heights and Dorothy Lynas Elementary Schools to provide before and after school care.
- Third party provider engaged to commence programs in October and November.
- Application in progress for childcare spaces at the new elementary school in the Cloverley neighborhood.

Schedule C.4
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Tuesday, November 14, 2023 Standing Committee Meeting**

Narration:

The Board of Education will find attached the meeting summary from the November 14, 2023 Truth, Healing and Reconciliation Standing Committee Meeting.

Trustee George Tsiakos will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, November 14, 2023

**BOARD OF EDUCATION STANDING COMMITTEE
Education and Programs**

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of November 14, 2023

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia on Tuesday, November 14, 2023.

Call to Order:

Trustee George Tsiakos called the Truth, Healing and Reconciliation Standing Committee meeting to order at 7:00 p.m., thanking those in attendance for participating with the School District. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔt (Tsleil-Waututh) Nation were acknowledged.

Truth, Healing and Reconciliation:

Rose Greene Siyameythel, District Principal of Indigenous and Equity Education, provided the context for the meeting: Finding the Story in Data. Siyameythel provided an overview of the four framing documents that inform decision making, and highlighted proposed changes to the *School Act* that act on commitments in the Declaration Act Action Plan and the BC Tripartite Education Agreement. Stories from Youth and Elders were also shared with participants.

The attendees participated in table discussions using the Collaborative Learning Cycle. This approach provides a way of looking at data that is collaborative and ensures all voices and perspectives are heard and acknowledged. Each table focused on one of the goals of public schooling (intellectual development, human and social development and career development) and the recent results from the Framework for Enhancing Student Learning Report. A facilitator and a recorder was at each table to guide and support the dialogue.

The presentation can be found online: [2023/24 Public Meetings](#)

Next Meeting:

February 6, 2024

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

Meeting Date: November 21, 2023 **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.6
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **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.7
of the
Administrative Memorandum

Meeting Date: November 21, 2023 **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: November 21, 2023 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, December 19, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, January 23, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, February 6, 2024 at 7:00 p.m.	Standing Committee 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.

**ScheduleE.....
of the
Administrative Memorandum**

Meeting Date: November 21, 2023 **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 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 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.

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.