



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**POLICY COMMITTEE NOTES**

**Held on January 26, 2016 from 11:30-1:00 p.m.  
At the School Board Office, Gibsons, B.C.**

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**PRESENT:** TRUSTEES: Lori Pratt, Chair; Betty Baxter; Dave Mewhort; Greg Russell; Pammila Ruth; Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Marnie Baba, CUPE Local 801; Fran Heppell; Erica Reimer, Recording Secretary

**REGRETS:** Lori Dixon, Trustee; Sarah Bradley, DPAC

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The meeting was called to order at 11:34 a.m.

1. Policy 3 (Role of the Trustee)

The committee discussed recommendations submitted and made the following recommendations:

- Policy 3.10 – No revisions required.
- Policy 3.14 – The committee agreed to revise the policy by referencing the provisions of policy 3.16 and by indicating that a vote must be either positive or negative as a trustee may not abstain from voting.
- Policy 3.15 – The committee agreed to strike “and including in election campaigns”.
- Policy 3.16 – The committee suggested revisions to wording in order to clarify that a trustee must physically leave a meeting in order to absent oneself from a discussion or vote when there is a conflict of interest. If such a situation arises, the minutes of the meeting will reflect the time that the trustee left the meeting.
- Policy 3.17 – The committee debated a suggestion that the section be removed from policy. A number of concerns were raised regarding the potential for an allegation of conflict of interest if a trustee sits on a board of an organization that receives funding from the school district. There was no recommendation to remove or revise the policy.
- A suggestion was made for a Conflict of Interest Policy to be developed

The committee agreed to defer discussion on items 3.18 and 3.19 to the February meeting due to time constraints.

2. Policy 7 (Trustee Donations)

The committee agreed to defer discussion of the policy to a future meeting due to time constraints.

The meeting adjourned at 1:12 p.m.

**Next Meeting:** February 23<sup>rd</sup> from 11:30 a.m. to 1:00 p.m. at the School Board Office.

**Upcoming agenda item(s):**

- Sections 3.18 and 3.19 - Policy 3 (Role of the Trustee)
- Policy 7 (Trustee Donations)
- Conflict of Interest Policy (New)

**Suggested revisions to the policy are attached to these notes.**

*Note: additions are highlighted in red underlined text, edits are highlighted in ~~red strikethrough text~~.*

### 3 ROLE OF THE TRUSTEE

The Board and Trustees shall operate in an ethical, respectful and professional manner. This policy shall be recognized as the Board's Code of Conduct. Consequently, trustees shall:

- 3.1 Be prepared for the work of the Board by devoting time, thought and study to meeting agendas, policies and bylaws, rules of order, provincial educational issues, community issues, the Board strategic plan and other relevant information.
- 3.2 Attend all Board meetings, working sessions, and meetings of all committees of which they are Board-appointed members, except when absence is necessary.
- 3.3 Work harmoniously with all other trustees in the spirit of openness, cooperation and trust; respect and encourage the free and appropriate expression of opinions by other trustees.
- 3.4 Immediately share with the Board and/or senior administration, through the Board Chair, any significant information that may impact the Board or School District No. 46 (Sunshine Coast), and not withhold from the Board any information necessary to make an informed decision.
- 3.5 Be knowledgeable and respectful of the roles of those who work with and for the Board.
- 3.6 Endeavour to fairly, impartially and equitably ensure the district and schools are administered by the most qualified and appropriate personnel.
- 3.7 Be loyal and accessible to the community at large, superseding any conflicting loyalties to employee, advocacy or interest groups; political parties; other councils or boards; individual employees, schools, electoral areas or communities; or personal interests.
- 3.8 Respect and maintain the confidentiality of confidential business of the Board and School District No. 46 (Sunshine Coast), including individual statements and opinions expressed in closed sessions.
- 3.9 Conduct themselves in a manner that represents the Board and School District No. 46 (Sunshine Coast) in a positive light, taking no action that compromises, or will compromise, the Board and its decisions.
- 3.10 Recognize that any interactions they have as individuals with staff, the public, press or other entities lack board authority; and always clarify, within reason, that personal, individual opinions do not reflect the corporate position of the Board.
- 3.11 Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district's "How to Communicate with Us", Regulation 5350.
- 3.12 When appointed to a liaison position, faithfully keep apprised of any concerns or circumstances of the particular school, PAC or external organization that are relevant to the Board, and report them to the Board Chair for the arrangement of appropriate discussion, decision or delegation.
- 3.13 Share any materials or ideas gained from external professional development activities with the Board.
- 3.14 Carry Subject to the provisions of 3.16, and if in attendance, carry out their fiduciary duty to vote either positively or negatively on every motion before the Board,

expressing their opinions during Board debate, but always abiding by majority decisions of the Board.

- 3.15 Make no disparaging remarks or accusations, in or out of Board meetings ~~and including in election campaigns~~, about other members of the Board or their opinions, nor about Board employees.
- 3.16 Disclose the nature of any conflict of interest to the Board, and avoid exerting any influence on any school district issue when in conflict of interest—as defined by legislation, policy or personal declaration—~~including absenting oneself from~~ by leaving the meeting and not taking part in the discussion and vote ~~discussing or voting~~ on issues when in a conflict of interest.
- 3.17 Refrain from sitting on the board or executive of any corporation or organization that receives funding from School District No. 46 (Sunshine Coast).
- 3.18 Refrain from sitting on any specific school-related or program-related group in the district, including Parent Advisory Councils except as a liaison from the Board.
- 3.19 Comply with Policy 3 (Role of the Trustee), and all policies and bylaws of the Board of School District No. 46 (Sunshine Coast).

Board Policy: December 2010  
Revised: November 2013, November 2014