



Board Policy Handbook



Board Policy Handbook

Table of Contents

Policy	Page
Policy 1 - Foundational Statements	3
Policy 2 - Role of the Board	5
Policy 3 - Role of the Trustee	8
Policy 4 - Role of the Chair and Vice Chair	11
Policy 5 - Trustee Code of Conduct	14
Appendix to Policy 5 - Breach of Trustee Code of Conduct	18
Policy 6 - Board Operations	23
Policy 7 - Board Committees	36
Policy 8 - Board Representatives	39
Policy 9 - Policy Development	41
Policy 10 - Delegation of Authority	43
Policy 11 - Role of the Superintendent	44
Policy 12 - Recruitment and Selection of Personnel	47
Policy 13 - Appeals (Bylaw #5)	49
Policy 14 - Permanent Closing of Schools	55
Policy 15 - Child Care Services	58
Policy 16 - Disposal of Land or Improvements	61
Policy 17 - Indemnification (Bylaw)	64
Policy 18 - Naming of Schools	68
Policy 19 - Accumulated Operating Surplus	69
Policy 20 - District Programs of Choice	72



Policy 1 – Foundational Statements

1. Purpose

- a. The Board of Education of School District No. 36 (Surrey) (the “Board”) assumes its responsibility to provide leadership and direction to the school district. In so doing, the Board subscribes to the commitments, vision and guiding principles below.

2. Commitments

- a. The Board is committed to:
 - i. Providing an equitable, diverse, and inclusive learning and working environment that fosters a sense of belonging for all students and employees;
 - ii. Acknowledging historical and ongoing injustices to Indigenous Peoples across Canada and to honouring and acting on Truth and Reconciliation; and
 - iii. Ensuring a respectful and safe educational system that is free of racism, discrimination, and oppression, and dedicated to achieving and upholding racial equity.

3. Learning by Design

- a. At the heart of Surrey Schools is a district-wide shared vision for learning – Learning by Design – where we prepare our learners for a world in which they think creatively and critically, communicate skillfully, and demonstrate care for self and others.

4. Guiding Principles

- a. The Board realizes this vision through:
 - i. Supporting the design of engaging learning environments for all students;
 - ii. Operational efficiencies that prioritize resources to directly support learning;
 - iii. Relationships with community partners to broaden opportunities for students;
 - iv. Advocacy for necessary facilities and resources; and
 - v. Supporting schools and workplaces that are safe and caring for all.

5. Strategic Priorities

- a. Literacy and Numeracy
- b. Student Transitions
- c. Student Well-being
- d. Indigenous Student Success
- e. Racial Equity

6. Territorial Acknowledgement

Surrey Schools is located on the traditional, ancestral, and unceded territory of the ḡ_íçəy'_ (Katzie), ḡ_ʷɑ:_n'łən'_ (Kwantlen), SEMYÓME (Semiahmoo) and other Coast Salish Peoples.

7. Logo & Motto

- a. The Board has established an official district motto and logo.



- b. Motto

“Leadership in Learning”

Approved: June 10, 2026

Policy 2 – Role of the Board

The Board of Education of School District No. 36 (Surrey) (the “Board”) is responsible for the development of goals and policies to guide the provision of educational services to students attending schools and programs within the Surrey School District No. 36 (the “District”), in a manner consistent with the *School Act* and other legislation.

Specific areas of responsibility:

1. Accountability to the Provincial Government
 - a. The Board must act in accordance with all statutory requirements of the Government of British Columbia, Board policy and bylaws, and administrative procedures.
2. Accountability to and Engagement with Community
 - a. The Board shall:
 - i. Establish processes and provide opportunities for community engagement;
 - ii. Ensure Board decisions are responsive to the needs of the student population and community;
 - iii. Report District results at least annually;
 - iv. Develop procedures for and hear appeals as required by statute and/or Board policy;
 - v. Model a culture of respect and integrity; and
 - vi. Maintain collaborative relationships with all levels of government, rightsholders, students, parents and guardians, employees, and other stakeholders.
3. Strategic Planning
 - a. The Board shall:
 - i. Provide overall direction for the District by establishing the mission, vision, values, guiding principles and strategic direction;
 - ii. Approve the District’s strategic plan;
 - iii. Set District goals and monitor key results and progress contained in the Framework for Enhancing Student Learning (educational goals), and other results in the strategic plan; and
 - iv. Approve other plans as required by the *School Act*.

4. Fiscal Responsibility

a. The Board shall:

- i. Approve the budget guiding principles and decision-making criteria;
- ii. Approve the annual budget, amended budget and three-year financial plan;
- iii. Approve the process and timeline for budget deliberations;
- iv. Monitor financial performance and fiscal management;
- v. Appoint external auditor and review financial results and related reports;
- vi. Approve the annual five-year capital plan and Long Range Facilities Plan;
- vii. Approve the acquisition and disposition of District land and buildings;
- viii. Provide direction regarding the mandate for local employee negotiations;
- ix. Ratify memoranda of agreement with employee bargaining units;
- x. Review and monitor all accumulated surpluses and reserve funds to ensure financial health and stability; and
- xi. Regularly monitor the Enterprise Risk Management Plan (ERM).

5. Policy Development

a. The Board shall:

- i. Create or amend Board policies as appropriate;
- ii. Identify the reason and/or intended purpose before creating a new policy;
- iii. Approve all policy statements;
- iv. Regularly review and evaluate policies; and
- v. Delegate authority to the Superintendent with respect to the creation, amendment or deletion of operational procedures, regulations or guidelines not specifically reserved to the Board.

6. Board/Superintendent Relations

a. The Board shall:

- i. Select the Superintendent;
- ii. Provide the Superintendent with clear corporate direction;
- iii. Delegate in writing, administrative authority and identify responsibilities subject to the provisions and restrictions in provincial legislation and regulations;
- iv. Evaluate the Superintendent and review compensation in accordance with the Superintendent's contract;
- v. Respect the delegated authority of the Superintendent to carry out executive action and support those actions which are exercised within the delegated discretionary powers of the position; and
- vi. Upon recommendation of the Superintendent, approve the appointment of the Secretary-Treasurer.

7. Political Advocacy and Influence

a. The Board shall:

- i. Identify priorities for advocacy, including, key messaging and focus.

- ii. Advocate for the District’s strategic priorities through appropriate channels, including, British Columbia School Trustee Association, British Columbia Public Sector Employees’ Association and directly with the Provincial Government.

8. Board Development

- a. The Board shall:
 - i. The Board shall undertake a self-evaluation at least once during each Board term, and more frequently as the Board considers appropriate. The purpose of the self-evaluation is to support continuous improvement of the Board’s governance practices. The Board shall determine the timing and process of self-evaluation for each cycle. Responsibility for coordinating the self-evaluation rests with the Board Chair or Vice Chair.
 - ii. Engage in professional development to ensure accountability, transparency and effective leadership.

9. Additional Responsibilities

- a. Approve annual local school calendars in accordance with legislation.
- b. Approve Board Authority Authorized Courses.
- c. Approve the naming and renaming of District facilities, land and portions thereof.
- d. Approve school catchment areas.
- e. Approve the “Board Annual Work Plan”.
- f. Hear appeals on the reconsideration of resource materials which are challenged.
- g. Approve District partnerships and associated contracts.
- h. Approve student transportation service levels.
- i. Provide for the recognition of student, staff and community members.
- j. Provide for Child Care as required by legislation.
- k. Approve other matters as required.

References

School Act, R.S.B.C., 1996, c. 412.

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Policy 3 – Role of the Trustee

Background

Trustees are elected in accordance with the *Local Government Act*. The *School Act* prescribes eligibility requirements for running for the office of school trustee.

Trustees are members of a corporate board responsible for governing the school district to improve student achievement. Trustees shall act in good faith, comply with the *School Act* and discharge their duties with care, skill, diligence, and integrity, in accordance with their oath of office.

The *School Act* gives no individual authority to trustees. As members of the corporate board, trustees are accountable to the public for the collective decisions of the Board of Education of School District No. 36 (Surrey) (the “Board”) and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee’s primary task is to act as a member of a corporate board.

The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the district.

The Board shall indemnify a trustee in accordance with Policy 17 - Indemnification Bylaw.

Orientation

The Board believes an orientation program is necessary for effective trusteeship.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Surrey School District No. 36 (the “District”) will provide an orientation program for newly elected trustees to support effective governance and continuity of the District. Trustees are expected to participate in orientation sessions and review the materials provided.

The orientation program will provide information on:

1. Role of the trustees, role the Board, and role of management;
2. Organizational structures and procedures of the District;
3. Board policies, agenda setting process, meeting proceedings and decorum;
4. Existing District strategic plan, annual reports, budgets, budget process, financial statements, capital plans, key initiatives and other long-range plans;
5. District programs and services;
6. Board's function as an appeal body; and
7. Statutory and regulatory requirements, including responsibilities regarding conflict of interest, freedom of information and protection of privacy, and human rights.

The Board Chairperson, the Superintendent and the Secretary Treasurer are responsible for ensuring the development and implementation of the District's orientation program for trustees.

Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies and procedures of the District.

The Board governs the District on a continuing basis. Changes in Board membership do not interrupt the authority or strategic direction of the Board. All duly adopted policies, bylaws, and resolutions remain in effect unless amended or repealed by formal Board action. The Board is committed to continuity in long-term initiatives and strategic priorities across election cycles.

Responsibilities

1. Specific responsibilities of individual trustees
 - a. Become familiar with District policies and procedures, meeting agendas, and reports to effectively participate in Board business.
 - b. Refer governance queries, issues and problems not covered by Board policy to the Board for consideration.
 - c. Refer queries, issues or problems raised by a parent or community member about a school or school policy to the Superintendent or designate.
 - d. Keep the Board and the Superintendent informed of all matters that might affect the District.
 - e. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
 - f. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best possible solutions for the education of children within the District.
 - g. Support the decisions of the Board.
 - h. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
 - i. Participate in Board/trustee development sessions so that the quality of leadership and service in the District can be enhanced.
 - j. Share the materials and ideas gained from a trustee professional development activity with fellow trustees at the next available opportunity.

- k. Stay current with respect to provincial, national and international educational issues and trends.
- l. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
- m. Become familiar with and adhere to the *School Act* and all relevant legislation.
- n. Become familiar with, and adhere to, the Trustee Code of Conduct and the *Public Interest Disclosure Act*.
- o. Report any violation of the Trustee Code of Conduct to the Board during a closed session.

References

Local Government Act, R.S.B.C., 2015, c .1.

Public Interest Disclosure Act, S.B.C., c. 22.

School Act, R.S.B.C., 1996, c. 412.

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Policy 4 – Role of Chairperson and Vice Chairperson

Background

The Board of Education of School District No. 36 (Surrey) (the “Board”) believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

At its inaugural public meeting following a general local election, and for the following three (3) years, at the organization meeting held alongside the regular November meeting, the Board shall elect one (1) of its members to serve as Board Chairperson, to hold office at the pleasure of the Board.

In accordance with the *School Act*, a majority of the Board may elect a new Chairperson at any time. In the event of the office becoming vacant during the year, a new Board Chairperson shall be elected in a manner similar to that followed in the election of the Board Chairperson at the inaugural meeting.

Process

1. Chairperson

- a. The Board Chairperson is elected and responsible for safeguarding the integrity of the Board and representing the Board to the broader community.
- b. The Board delegates to the Chairperson the following powers and duties:
 - i. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the policies and procedures as established by the Board and where those are silent, Robert’s Rules of Order.
 - ii. Confer with the Vice Chairperson, Superintendent and Secretary-Treasurer on agenda items before each Board meeting and become thoroughly familiar with all agenda items.
 - iii. Perform the following duties at Board meetings:
 1. Maintain order and decorum during meetings;
 2. Exhibit integrity, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that individual opinions may be considered and a corporate decision reached;

3. Ensure issues are clearly articulated;
 4. Ensure all discussion stays on the topic being considered by the Board;
 5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chairperson may speak to points of order in preference to other members;
 6. Make final ruling on the disposition of motions; and
 7. The Board Chairperson may delegate meeting responsibilities to the Board Vice Chairperson.
- iv. Keep informed of significant developments within the Surrey School District No. 36 (the "District").
 - v. Bring to the Board all matters requiring a decision of the Board.
 - vi. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
 - vii. State positions that are consistent with Board resolutions, policies, bylaws and mandate, and administrative procedures.
 - viii. Act as an ex-officio member of all Board committees.
 - ix. Maintain regular contact with the Superintendent.
 - x. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
 - xi. Convey directly to the Superintendent questions and concerns raised to them by trustees, parents, students or employees which may affect the administration of the District.
 - xii. Inform the Board, Superintendent and Secretary Treasurer of matters that may affect the District.
 - xiii. Appoint trustees to committees, school liaison, or as representatives on external organizations as required under Policy.
 - xiv. Authorized signing officer for the District.
 - xv. Authorized to witness the use of the Board's corporate seal.
 - xvi. Ensure the Board undertakes a self-evaluation at least once during each Board term, and more frequently as the Board considers appropriate. The purpose of the self-evaluation is to support continuous improvement of the Board's governance practices. The Board shall determine the timing and process of self-evaluation for each cycle. Responsibility for coordinating the self-evaluation rests with the Board Chairperson or Vice Chairperson.
 - xvii. Address alleged breach of the Code of Conduct by trustees as per policy.
 - xviii. Address inappropriate behavior on the part of a trustee as per the Trustee Code of Conduct.
- c. Address inappropriate behaviour on the part of a trustee as per Policy 5 sanctions.

2. Vice Chairperson

- a. The Board Vice Chairperson is elected and responsible for assisting the Chairperson and acting in their absence or as delegated.
- b. Responsibilities:

- i. Act on behalf of the Chairperson in their absence or as otherwise authorized by the Chairperson;
- ii. Assist the Chairperson with Board operations and compliance with Board resolutions, policies and bylaws, and administrative procedures;
- iii. Provide leadership and guidance to the Board and Superintendent;
- iv. Confer with the Chairperson, Superintendent and Secretary-Treasurer on Board meeting agenda items;
- v. Address inappropriate behavior on the part of a trustee as per the Trustee Code of Conduct;
- vi. Perform other duties as assigned by the Chairperson; and
- vii. Alternative signing authority for District.

References

School Act, R.S.B.C., 1996, c. 412.

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Policy 5 – Trustee Code of Conduct

Background

Trustees acknowledge the public trust invested in the Board of Education of School District No. 36 (Surrey) (the “Board”) by the electorate and are dedicated to governing the affairs and business of the Surrey School District No. 36 (the “District”) in a fair, respectful and professional manner consistent with the highest standards of ethical conduct.

Any violation of this Code will be addressed through the process outlined by the Code of Conduct Sanctions.

Procedures

1. Expectations

a. Trustees shall:

- i. Serve the interests of the District as a whole while being accountable to the public at large. Trustees shall not act as representatives or advocates for particular individuals, communities, or special interest groups, but shall exercise their authority collectively in the best interests of all students and the District.
- ii. Model and contribute to a positive and receptive learning and working culture both within the Board and District.
- iii. Exercise their duties of governance, understanding the importance of mutual respect, transparency, and impartiality.
- iv. Ensure the proper use of authority, appropriate decorum, and fair and respectful treatment of students, parents, staff, community members, and fellow Board members.
- v. Be committed to ethical practice and principles, trustees shall act with integrity and be accountable for their actions and decisions.
- vi. Attend all scheduled meetings of the Board; in the event of an unavoidable absence, trustees shall inform the Board Chairperson.
- vii. Abide by the policies of the Board, all applicable legislation and regulations, and particularly the *School Act*.

2. Conflict of Interest

- a. Trustees shall adhere to the *School Act* and applicable legislation regarding conflicts of interest. Trustees are expected to avoid any perceived or potential and actual

conflicts of interest, and to be alert to situations that have the appearance of a conflict of interest.

- b. A trustee is expected to avoid conflict or potential conflict of interest in the exercise of their fiduciary responsibility. They will not:
 - i. Disclose or use confidential information acquired during the performance of official duties as a means to advance their personal financial interests or the interests of their family or friends; or
 - ii. Accept, directly or indirectly, any compensation, gratuity gift or reward in connection with any contract which would improperly influence a reasonable person.
- c. If a trustee has a personal or private interest in any matter before the Board, the trustee will:
 - i. Not attempt before, during and after the Board has dealt with the issue, to influence the decisions of the Board members;
 - ii. At an In-camera meeting, declare the nature and extent of the conflict of interest and remove themselves from the room for the duration of the item, or abstain from deliberating or voting on the item giving rise to the conflict; and
 - iii. At a Regular meeting, declare the nature and extent of the conflict and abstain from deliberating or voting on the item giving rise to the conflict.

3. Decision Making

- a. Trustees shall consider information received from all sources, base their decisions upon all available facts, and vote impartially in every situation.
- b. To facilitate effective decision making, trustees must be knowledgeable about the *School Act*; statutory requirements; existing Board policy and practices, initiatives, and long-range plans; and current educational issues, both local and provincial.
- c. It is expected trustees shall be diligent in familiarizing themselves with supporting documents, in advance of meetings, in order to make informed and credible decisions.

4. Confidentiality

- a. Trustees shall preserve the confidentiality of information discussed at in-camera school board or committee meetings and shall not release privileged information in any format to the public until the Board has done so in an official capacity.

5. Working Relationships

- a. Trustees shall work with fellow Board members in a spirit of harmony and cooperation and be respectful of differences of opinion.
- b. Trustees shall refrain from making discrediting comments about others, engaging in unwarranted criticism, or taking private action that could compromise the integrity or authority of the Board.

- c. Trustees shall observe proper decorum and encourage full, open, and courteous discussions in all matters with other trustees. Information that may be of potential concern should not be concealed or withheld.

6. Public Relations

- a. Trustees welcome constructive engagement and participation from the broad school community in establishing and interpreting policy on school operations, goals, and directions.
- b. Trustees will endeavor to share and incorporate the opinions and views of others in the deliberations and decisions of the Board.
- c. Timely reporting out of information will be provided to those who are impacted by Board decisions.

7. Legal Authority of Individual Trustees

- a. Trustees recognize that, as a Corporate Board, the authority to make decisions must only be made within an official meeting of the Board. Individual trustees or committees of trustees may not exercise the rights, duties, and powers of the Board.
- b. The chairperson is the official spokesperson for the Board; other trustees shall not speak on behalf of the Board unless authorized to act in such a capacity.
- c. In addition to being elected representatives who hold the public trust, trustees are participants in a democratic society. Trustees are free to engage in, support, or comment on community issues, but must not use their formal District titles in their communications.

8. Support for Board Decisions

- a. Trustees shall present their views through the process of Board debate.
- b. Trustees recognize that it is their responsibility to ensure decisions are made in the best interests of the District as a whole.
- c. Regardless of holding a minority position in debate or casting an opposition vote, trustees shall accept and endorse the majority decisions of the Board and be supportive of any proposed action or implementation that will ensure decisions have the intended outcome.
- d. Trustees also recognize and uphold the integrity and merits of their predecessors' work and achievements.

9. Social Media

- a. The Board is committed to responsible digital citizenship and to minimizing the risks associated with the use of electronic communications systems and access to social media.

10. Trustee Professional Conduct

- a. Trustees will endeavor to take advantage of educational conferences, workshops, and training sessions made available by local or provincial affiliations. Through participating in professional development opportunities, trustees can enhance their

knowledge of trustee roles and responsibilities and become acquainted with current educational topics and trends.

11. Scope of Delegated Responsibility

- a. Trustees shall respect the authority vested in the role of the Superintendent and their senior staff. Trustees shall give the responsibility to manage and operationalize policies and directions that have been established and evaluated by the Board, to their executive officers.

References

School Act, R.S.B.C., 1996, c. 412.

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Appendix to Policy 5 - Breach of Trustee Code of Conduct

Background

Trustees shall conduct themselves in an ethical and prudent manner in accordance with the Trustee Code of Conduct (the “Code”). A failure to comply with the Code may result in the Board of Education of School District No. 36 (the “Board”) imposing sanctions.

To support the Board’s self-governance, trustees may report an alleged infraction of the Code by following the process set out in this appendix.

Procedures

1. Complaints shall be submitted in writing to the Board Chair. If the Board Chair is the subject of the alleged conduct, complaints must be submitted in writing to the Board Vice Chair. At a minimum, the complaint must refer to the nature of the alleged breach and section(s) of the Code allegedly violated.
2. A trustee who believes that a fellow trustee has violated the Code, should seek resolution of the matter through the informal complaint process, when possible, prior to commencing a formal complaint under this appendix.
3. Only serious or recurring breaches of the Code by a trustee or other complaint should proceed by way of formal complaint process.
4. Informal Complaint Process
 - a. A contravention of the Code may occur that is minor, committed inadvertently or due to an error of judgment made in good faith. In such instances, the priority shall be to alert the offending trustee to the violation and their obligations under the Code. Both the offending and offended trustee (the “parties”) shall seek resolution in an informal, cooperative fashion marked by mutual respect, seeking to understand with an openness to growth and improvement.
 - b. The trustee who believes a violation has occurred shall engage in an individual private conversation with the trustee affected.
 - c. Failing resolution through the private conversation the parties will engage the Board Chair, Vice-Chair or designate to gain resolution. If the concern is with the Board Chair, the concern should be raised with the Vice Chair.
 - d. The Board Chair, and Board Vice Chair at Chair’s discretion, will seek to resolve the matter to the satisfaction of the trustees involved.

5. Formal Complaint Process

- a. It is recognized that for reasons which may include the nature of the issue of concern or the manner in which it has come to a trustee's attention, informal measures may not be appropriate.
- b. If resolution through the Informal Complaint Process is not possible, the Formal Complaint Process will be followed.
- c. A trustee who wishes to commence a formal complaint under the Code shall file a letter of complaint with the Board Chair indicating the nature of the complaint and the section or sections of the Code that are alleged to have been violated by the trustee.
- d. The Board Chair shall convene, as soon as is reasonable, a closed in-camera meeting of the Board of Education to allow for a hearing of the alleged violation of the Code.
- e. The trustee who is alleged to have violated the Code and all other trustees shall be forwarded a confidential copy of the letter of complaint as part of the confidential agenda materials for a closed in-camera meeting.
- f. When a trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, the content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board of Education at a Code hearing.
- g. As with any formal Board meeting, quorum must be established for the closed in-camera meeting to proceed. For efficiency purposes and due to the potentially limited number of individuals who may be able to participate in a vote related to a complaint, all trustees will make their best efforts to attend such a meeting of the Board, even in circumstances where such individuals may be in a conflict of interest or may otherwise wish to abstain.
- h. At the closed in-camera meeting of the Board of Education, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted. Procedural fairness and the rules of natural justice shall govern the formal inquiry. Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures, which may be adapted by direction of the Board in order to address the circumstances of the complaint, provided that any deviation from this process is consistent with natural justice and procedural fairness.
 - i. The complaint shall be heard at a Code of Conduct hearing, at a closed in-camera Board meeting convened for that purpose.
 - ii. All preliminary matters, including whether adaption to the process for the hearing should be amended or whether one or more trustees may have a conflict of interest in making a decision regarding the complaint, shall be dealt with prior to any submissions about the complaint.

- iii. A conflict of interest is as defined in the Code and as may be determined by an individual or a majority of those trustees present at a Code of Conduct hearing. A conflict of interest is ordinarily raised only in circumstances where a trustee has a personal interest in the outcome. It would not typically be raised in circumstances where a trustee has been a witness to conduct that is the subject matter of a complaint since it is expected that all trustees will conduct themselves in accordance with the Code and in the interests of the District. If it is determined that a trustee is in a conflict of interest, the trustee shall not participate in deliberations or vote in respect of any resolution however the trustee shall be present as required in order to maintain quorum of the Board.
- iv. The sequence of the Code of Conduct hearing shall be in keeping with the following which is intended to provide a fair opportunity for both parties to be heard and to respond as appropriate. Neither party is obligated to make submissions or to respond to questions.
 - 1. The complaining trustee shall provide a presentation that may be written or oral or both. The complaining trustee may opt to rely on the written complaint in place of this presentation.
 - 2. The respondent trustee shall provide a presentation that may be written or oral or both.
 - 3. The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation.
 - 4. The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks.
 - 5. The remaining trustees of the Board shall be given the opportunity to ask questions of both parties.
 - 6. The complaining trustee shall be given the opportunity to make final comments.
 - 7. The respondent trustee shall be given the opportunity to make final comments.
- v. Following the presentation of the parties' respective positions, the parties and all other persons, except those trustees who do not have a conflict of interest, shall be required to leave the room, if quorum is maintained. The remaining trustees shall deliberate with the support of the Superintendent and Secretary-Treasurer. The Board may, at its discretion, call upon legal advisors to assist on points of law or upon staff in respect of any points of information or to provide administrative direction or for assistance in the drafting of a resolution.
- vi. Where the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened, and the requests made in the presence of both parties. If the information is not readily available, the presiding Board Chair may request a recess or, if necessary, an adjournment of the hearing to a later date.

- vii. If an investigation by an external party is requested by a majority of trustees taking part in the deliberations (the “voting trustees”), such investigation will be conducted in accordance with the procedures of natural justice and a report of the same will be made to the Board upon the hearing reconvening, with an opportunity for submissions to be made by the parties in respect of the same. The Board may, in its discretion, call upon legal advisors to assist them in the event an investigation is requested.
- viii. The voting trustees in deliberation may draft a resolution(s) indicating what action, if any, may be taken regarding the complaint and any party.
- ix. The presiding Chair shall reconvene the parties and any other trustees to the Code of Conduct hearing.
- x. The presiding Chair shall call for a resolution to be placed before the Board of Education and a vote will be conducted. Only the voting trustees shall be able to vote on any resolution. In the event that any of the voting trustees request that the vote occur by secret ballot, the vote will proceed by secret ballot for all voting trustees with the exception of any voting trustees who participate by telephone, video conference or other means of virtual communication. Any voting trustees who are permitted to participate by telephone, video conference or other means of virtual communication are deemed to waive the right to a secret ballot upon participating virtually.
- xi. The presiding Chair shall declare the closed in-camera Board meeting adjourned.
- xii. All documentation that is related to the Code of Conduct hearing shall be returned to the Secretary-Treasurer or designate immediately upon adjournment or conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
- xiii. In the case of an adjournment for any reasons, no discussion by the trustees whatsoever of the matters heard at the hearing may take place until the meeting is reconvened. Only those members present for all submissions made in a Code of Conduct hearing will be permitted to deliberate or vote in respect of any resolution of a complaint.
- xiv. If a party to a complaint does not attend a Code of Conduct hearing where appropriate notice has been provided, the matter will be adjourned in the first instance. If a complaining trustee indicates they will not attend a Code of Conduct hearing where appropriate notice has been provided, the complaint will be deemed to be withdrawn. If a respondent trustee indicates they will not attend a Code of Conduct hearing or does not attend for the second Code of Conduct hearing where appropriate notice has been provided, the Code of Conduct hearing will proceed in the absence of the respondent trustee and the respondent trustee will be deemed to have waived participation in the hearing.
- xv. Any staff support that is necessary or requested under this process is administrative only.

6. Sanctions

- a. Sanctions for a violation of the Code should be imposed in a remedial and restorative manner and should reflect the seriousness of the breach. The Board of Education may consider culturally appropriate, or restorative justice approaches, and may engage a third party to assist the Board for this purpose. Examples of sanctions may include:
 - i. Having the offending trustee write a letter of apology.
 - ii. Having the offending trustee participate in a restorative justice process.
 - iii. Having the offending trustee participate in specific training, coaching or counselling as directed by the Board.
 - iv. Having the Board Chair write a letter of censure marked “personal and confidential” to the offending trustee, on the approval of a majority of the voting trustees at the closed in-camera meeting of the Board.
 - v. Having a motion of censure passed by a majority of the voting trustees at the closed in-camera meeting of the Board.
 - vi. Having a motion to remove the offending trustee from one, some, or all Board committees or other appointments of the Board passed by a majority of the voting trustees at the closed in-camera meeting of the Board.
- b. The Board may, in its discretion and by resolution of the voting trustees, make public any outcome(s) of the Formal Complaint Process if it considers it reasonable and appropriate to indicate publicly its disposition of the complaint.

7. Appeal Process

- a. Trustees who have been sanctioned or have had other measures imposed upon them by the Board under the Policy may appeal those decisions through the legal system, at their own expense.

Approved: June 10, 2026



Policy 6 - Board Operations

Background

The Board of Education of School District No. 36 (Surrey) (the “Board”) is the governing body and corporate entity established under the *School Act*. The Board is composed of seven trustees elected in accordance with the *School Act* and is accountable for the stewardship of public education and public resources within the Surrey School District No. 36 (the “District”).

The Board’s governance model sets the District’s strategic direction, articulates its values and policies, and defines the Board’s role in overseeing organizational performance and compliance. Effective governance is supported by a clear organizational design that distinguishes the Board’s governance role from the Superintendent’s responsibility for operational leadership and administration.

The Board’s work is supported by its two corporate executive officers: the Superintendent of Schools and the Secretary-Treasurer. The Superintendent serves as the Chief Executive Officer (CEO) of the District and is accountable to the Board for implementing its strategic direction, administering Board policy, and providing leadership in educational and organizational matters, while ensuring compliance with the *School Act*, regulations, and Ministerial Orders. The Secretary-Treasurer serves as the Board’s chief financial officer and corporate secretary and is responsible for the financial administration of the District, the integrity of the Board’s records, and the performance of duties related to the Board’s corporate affairs.

To fulfil its statutory and governance responsibilities, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees holding office, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

Board meetings are open to the public to the greatest extent possible, reflecting the Board’s commitment to build accountability, public confidence and transparency in the governance of the District. The Board may, however, convene private (in-camera) sessions when necessary to protect individual privacy or the public interest, including matters related to students, parents, personnel, property, litigation, labour, or negotiations.

Procedures

1. Meetings
 - a. Inaugural

- i. After the general local election of trustees, the Secretary Treasurer must convene the first meeting of the Board (inaugural meeting) to be held on the first Wednesday following the commencement of the Board's term of office, with the purpose being:
 - 1. To make a prescribed oath of office, by oath or solemn affirmation; and
 - 2. To elect the Chair and Vice Chair of the Board.
 - ii. The Secretary-Treasurer will give notice of the inaugural meeting.
 - iii. Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
 - iv. The Secretary-Treasurer shall preside over the meeting until the election of Board Chair is completed.
 - b. Annual
 - i. The annual meeting of the Board shall be held as part of the November Regular Public Meeting. The purpose of the annual meeting is to elect the Chair and Vice Chair of the Board.
 - ii. The Secretary-Treasurer will give notice of the annual meeting.
 - iii. The Secretary-Treasurer shall preside over the meeting until the election of Chair is completed.
 - c. Regular Meetings of the Board
 - i. Regular meetings of the Board will be set by the Board before June 30th each year for the following school year.
 - ii. Regular meetings of the Board are open to the public. A schedule of regular meetings is posted on the District website.
 - iii. Regular meetings may be held virtually when required. Additional meetings may be scheduled as needed.
 - d. Special Meetings
 - i. Special meetings of the Board may be called by the Chair as required.
 - ii. Special meetings may, or may not, be "in-camera/closed" meetings. An agenda will be provided in advance, when possible.
 - e. In-Camera Meetings (Closed)
 - i. In accordance with the *School Act*, in-camera meetings of the Board may be convened to discuss confidential matters.
 - ii. Unless otherwise determined by the Board, legal, student, parent, personnel/labour, property, and contract issues which require confidentiality will be in in-camera Meetings.
 - iii. Attendance is limited to Board members, officers, and the Superintendent, except when an individual's contract is under discussion. Staff may be invited to attend in-camera meetings with the agreement of the Chair.
 - iv. The particulars of in-camera meetings are confidential, and trustees are not to disclose this content unless required by law or authorized by Board resolution.

- v. If an in-camera meeting is held, the minutes for the next meeting of the Board shall include:
 - 1. A general statement, in accordance with Section 72(3) of the *School Act*, as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the Board, or both, were excluded.
 - f. Informal/Liaison Meetings
 - i. Informal meetings of the Board may be held to maintain effective relationships and disseminate information to staff, employee groups, educational partners, rightsholders, elected officials and other interested parties.
 - ii. At the request of the Chair, the Superintendent will arrange regular liaison meetings with employee groups, educational partners, rightsholders, elected officials, and other interested parties when appropriate.
 - g. Forums and Other Liaison Meetings
 - i. In addition to specific liaison meetings the Board may initiate forums to provide opportunities for a larger number of affected groups to discuss issues and concerns having District-wide interest and/or issues and concerns affecting more than one group.
 - ii. The Board may from time to time also meet informally with other interested groups or organizations when appropriate.
 - h. Trustee In-Service Sessions
 - i. Trustee in-service sessions will be held as needed.
 - ii. These sessions provide an opportunity for the Board to receive updates from executive committee and to facilitate informal discussion.
 - iii. The Superintendent may invite staff members to attend the sessions and present on services, programs, and educational and business matters to support the Board's ongoing work and deepen its understanding of issues and opportunities.
2. Electronic/Virtual Meetings
- a. The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means.
 - b. Accordingly, at the call of the Chair, the Board may hold a meeting in whole or in part by electronic or virtual means where it is practical and appropriate to do so, including where matters require timely consideration or where meeting electronically supports the efficient conduct of Board business.
 - c. Electronic meeting arrangements include video conferencing, teleconference or other such technology, and will only be made where it is practical to do so and where all Trustees, the Superintendent, the Secretary Treasurer and resource staff attending or participating in the meeting are able to communicate effectively with each other.
 - d. A meeting conducted by electronic means is deemed to be a meeting of the Board.

- e. The minutes shall record that the meeting was held electronically and identify those participating by electronic means.

3. Trustee Attendance

- a. Trustees are expected to attend all Board and Committee meetings in person.
- b. In exceptional circumstances beyond a trustee's reasonable control, a trustee may request approval from the Chair to participate virtually in a meeting. Approval is at the discretion of the Chair.
- c. Virtual participation is permitted only where all trustees and other participants are able to communicate with one another in real time and where the integrity, confidentiality, and security of the meeting can be maintained.
- d. Trustees participating through virtual means are considered present for the meeting and count towards quorum.
- e. The minutes shall record the name of any Trustee participating electronically and the method of participation.

4. Notice of Meetings

- a. Notice of special and regular public meetings of the Board will be posted to the District's website and shared through social media.
- b. A minimum of 48 hours written notice is required for special meetings, unless reasonable steps are taken to notify all trustees and a quorum of trustees agrees to the waiving of written notice. Written notice must identify the purpose of the special meeting.
- c. Notice of changes or cancellations to regular meetings will be posted on the District website.

5. Agenda

- a. The agenda for regular, special, and in-camera meetings of the Board will be prepared by the Secretary-Treasurer and reviewed by the Chair or Vice Chair and finalized at the agenda setting meeting.
- b. The agenda setting meeting will be attended by the Chair, Vice Chair and executive committee.
- c. The agenda package for the regular and special public meetings will be posted on the District website prior to the meeting(s).
- d. The agendas for regular and in-camera meetings will be published to all trustees no later than two (2) days preceding the meeting date.
- e. The agendas for special meetings will be published as soon as practicable prior to the meeting.
- f. Items to be considered for the agenda of regular, in-camera and special meetings must be submitted as requested by the Secretary-Treasurer in the call for agenda items.
- g. Only those items included on the regular, special, and in-camera meeting agenda will be considered by the Board unless two-thirds of the number of trustees present agree to consider additional items.

- h. Under the “Board Report” section on the regular agenda, the Chair or Vice Chair will report at public Board meetings on highlights of the Board work. A summary of the Board Report will be posted on the District website following each public Board meeting.

6. Question Period

- a. A question period of up to thirty (30) minutes may be provided after adjournment of regular Board meetings. The question period is to enable members of the community to ask questions relating to items on the agenda.
- b. Written questions may be read by the initiator when invited to speak by the Board Chair. Those directing questions to the Board at the podium will identify themselves by giving their names. Each individual will be limited to one question, as well as one follow-up question on the same topic if clarification is necessary. Persons asking questions are expected to be respectful.
- c. All questions posed during question period will be sent a written response as soon as practicable.
- d. The question period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels.
- e. Questions to the Board forms are available on the District website and at the Board meetings. Questions pertaining to topics on the Board agenda or other topics may be submitted to the Board at any time through the Secretary- Treasurer’s Office via mail or email to sect-office@surreyschools.ca. A written response to questions to the Board will be provided as soon as practicable.

7. Length of Meetings

- a. All regular and closed meetings will adjourn by 10:00 p.m. unless, in either case, the time limit is extended to 10:30 p.m. by a two-thirds majority vote, and beyond that, by unanimous consent of all trustees present.

8. Quorum

- a. A quorum is the majority of trustees holding office at the time of the meeting.
- b. In the absence of a quorum in the first 15 minutes of the meeting, the meeting shall be adjourned to a future date set by the Chair or Vice Chair, or if no date is set, to the next regular meeting.

9. Procedure

- a. Robert’s Rules of Order will be used in conducting Board meetings. Where a Board member abstains from voting, reasons for such abstention must be given if requested by other trustees.
- b. The Board may only make decisions, give direction, or determine policy by voting in the majority on a motion.
- c. Results shall be recorded, and will include a record of votes in the minority and abstentions.

- d. Trustees are able to put forth a motion for Board consideration. Trustees will inform the Secretary-Treasurer of the motion, for consideration by the Board Chair at the agenda setting meeting.
- e. Upon approval by the Board Chair, the Secretary-Treasurer's Office will circulate a copy of the proposed motion, with the approved meeting agenda.

10. Staff Attendance

- a. The Superintendent (or their designate) shall be present at all meetings of the Board. If a portion of the meeting concerns the work performance or employment of the Superintendent, the Board may excuse the Superintendent from attending that portion of the meeting.
- b. The Secretary Treasurer is responsible for maintaining official records, including minutes and shall attend all Board meetings to fulfill these duties. If a portion of the meeting concerns the work performance or employment of the Secretary Treasurer, the Board may excuse the Secretary Treasurer from attending that portion of the meeting; and, if so, shall designate the Superintendent, or another employee of the District, to attend the meeting in place of the Secretary-Treasurer to perform the duties of the Secretary Treasurer at the meeting.

11. Live-Streaming and Recording

- a. The Board may live-stream public meetings of the Board. Live streaming is strictly limited to the Board of Education's proceedings.
- b. The Board may record public Board meetings. If recorded, the Board will post the video recording to the District website within 24 hours or as soon as practicable following the Board meeting.
- c. Individuals, groups, and delegations who are invited to speak or present at a live-streamed meeting do so with the understanding that they may be recorded.
- d. The Board reserves the right to request that any recording by a staff member, student, parent, or member of the public attending the Board meeting which disrupts its proceedings or contravenes Board policy be stopped immediately.
- e. Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board will review the use and may take action to request that the recording be deleted/destroyed.

12. Public Delegation

- a. The Board may receive delegations at regular meetings of the Board.
- b. The number of delegations will be limited to a maximum of three (3) per meeting.
- c. A written request outlining the topic and spokesperson(s) must be submitted to the Office of the Secretary-Treasurer at least two weeks prior to the meeting at which the party wishes to appear.
- d. Delegation requests will be considered at the agenda setting meeting, at which time a determination will be made as to whether the request will be approved. The applicant will be notified of the decision in writing.

- e. If a written brief is to be presented, it will be delivered to the Secretary-Treasurer one week prior to the meeting. The presentation will be included in the agenda package.
- f. Presentations and follow-up questions are limited to a maximum of fifteen (15) minutes.
- g. All remarks and questions will be directed through the Board Chair and must be pertinent to the topic described in the initial request to appear.
- h. Delegations must provide a reasoned, meaningful presentation that addresses only the subject matter of their application.
- i. The Board Chair will determine when sufficient information has been provided.
- j. The Board will generally defer a response until the next board meeting. If action results, the delegation will be advised when the matter will be dealt with by the Board.

13. Election of Chair and Vice Chair

- a. The Board will conduct an election for Chair and Vice Chair at its inaugural and annual meeting.
- b. The term of office of the Chair and Vice Chair shall be from the date of the election until the following inaugural or annual meeting, unless the Chair or Vice Chair resigns or a majority of the Board holds an election before such date.
- c. The nomination and election procedure will be as follows:
 - i. Except at the Inaugural or Annual meeting, the Chair will call for a motion to elect a new Chair and Vice Chair.
 - ii. Following the motion, or at the Inaugural or Annual meeting, the Secretary-Treasurer will preside over the meeting for the election of the Chair.
 - iii. The presiding officer will call a first time for nominations, for Chair for a one-year term. A seconder will not be required for nominations.
 - iv. If after three calls, there is only one nominee for the office, and that nominee accepts, the presiding officer declares that person the duly elected Chair of the Board for a one-year period.
 - v. If more than one person is nominated, the presiding officer (Secretary Treasurer) will conduct a vote by ballot. The trustee receiving a clear majority of votes cast shall be declared elected. In accordance with Robert's Rules of Order, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees remaining on the ballots shall continue until a majority vote is obtained for a single candidate.
 - vi. Trustees will vote by secret ballot.
 - vii. Upon completion of election of the Chair, the Chair will then call for nominations for vice-chairperson of the Board for a one year term and repeat the above process.
 - viii. If ballots were required, a motion to destroy the ballots following any voting will be requested.

14. Minutes

- a. The Board shall maintain minutes of its meetings and resolutions.
- b. The minutes shall record:
 - i. Date, time and place of meeting;
 - ii. Type of meeting (inaugural, annual, regular or special);
 - iii. Name of the Chair;
 - iv. Names of those trustees and administration in attendance;
 - v. Approval of preceding minutes;
 - vi. Motions, excluding, preamble, rationale and discussion unless otherwise directed by the Board through resolution;
 - vii. Points of order;
 - viii. Appointments;
 - ix. Notices of motion;
 - x. Recommended motions;
 - xi. If requested by a trustee, the names of trustees voting in a minority and/or the names of trustees abstaining from a vote on any motion;
 - xii. Resolutions; and
 - xiii. Trustee conflict of interest declaration pursuant to section 58 of the School Act.
- c. Verbal reports made by trustees will not be recorded in the minutes unless the Board takes special action as a result of such reports.
- d. The minutes shall:
 - i. Be prepared as directed by the Secretary-Treasurer;
 - ii. Be reviewed by the Superintendent prior to submission to the Board;
 - iii. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - iv. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- e. The Secretary-Treasurer shall ensure, upon acceptance by the Board, that appropriate signatures are affixed to the concluding page of the minutes.
- f. The Secretary-Treasurer shall establish and maintain a file of all Board minutes.
- g. All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.
- h. Copies of the regular minutes adopted by the Board shall be added to the School District Website, distributed to all trustees and other destinations as directed by the Board as soon as is practicable.
- i. The Superintendent shall institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

15. Conduct

- a. The Board expects all persons attending meetings of the Board to conduct themselves in a respectful manner. The Board reserves the right to adjourn or terminate a meeting if order is not maintained.

- b. The Board supports and endorses the values and objectives of the *Human Rights Code* (the “Code”) and specifically section 7 of the *Code* which prohibits persons from making or displaying any statement, publication, notice, sign, symbol, emblem or other representation that indicates an intention to discriminate against another person or group or class of persons which is likely to expose a person or group of persons to hatred or contempt, because of the indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or group or class of persons.
- c. The Board supports and endorses the values expressed in the *Canadian Charter of Rights and Freedoms*, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by section 2 of the *Charter*. These rights and freedoms, however, must be balanced with the Board’s commitment to section 7 of the *Code*.
- d. Pursuant to section 70 of the *School Act*, a person who engages in improper conduct at a Board meeting (e.g., disrespectful conduct, conduct which disrupts, interferes, or disquiets the proceedings of the Board) may be expelled from the meeting by the Board chairperson or other member presiding at the meeting. Public statements which are contrary to section 7 of the *Code* will not be tolerated and a person who engages in such discriminatory conduct may be subject to expulsion (public statements include both oral statements made in public at a Board meeting and written statements displayed and/or distributed to the public at a Board meeting, including but not limited to written materials, images and signs on posters and clothing). Signs of any nature, and devices that may disrupt the meeting, are not permitted at Board meetings.

16. Correspondence to the Board

- a. The Board delegates responsibility for the management of correspondence to administrative staff, as permitted by Board policy and administrative procedures.
- b. Communication with trustees will generally be via email.
- c. When a matter of importance occurs in the District that may attract immediate press coverage and/or public reaction that may involve immediate contact with trustees, every attempt will be made to expeditiously provide trustees with a brief outline of the matter as well as a brief report on action taken or contemplated by the leadership. This communication shall be provided in the most efficient manner (email, phone, text) and generally be given by the Superintendent or Secretary-Treasurer.
- d. A trustees’ information bulletin (“TIB”) will be emailed to all trustees from the office of the Secretary-Treasurer. The TIB may include correspondence to and from the Board, questions to the Board and responses, publications that may assist trustees in fulfilling their role by being better informed on educational issues and other pertinent information on matters pertaining to the District.
- e. The distribution list of staff receiving copies of the TIB shall be determined by the superintendent or the Secretary-Treasurer and may be revised from time to time.

- f. Items regarding personnel within the TIB shall be considered confidential in nature and should remain so.
- g. All correspondence received at the administration building and addressed to the Chair, the Board, or otherwise addressed but intended for the trustees, will be classified as follows:
 - i. Category #1 – Information Only
 - ii. Category #2 – Response by Staff or Chairperson
 - iii. Category #3 – Requiring Board Action
 - iv. Category #4 – Confidential Personnel Matter
- h. As it is the intent of the Board to have all correspondence dealt with in a timely manner, the following will apply:
 - i. Correspondence addressed to the Board or Board Chairperson will be received by the Secretary-Treasurer's office. Copies of all such correspondence will be forwarded to the Board Chair and the Secretary-Treasurer immediately. All correspondence will be acknowledged immediately.
 - ii. All Category #1 correspondence items will be included in the Trustee Information Bulletin (TIB), together with any replies (other than acknowledgements).
 - iii. Category #2 correspondence (response by staff or Chair) will be referred to the appropriate person for a response. A copy of the letter and its response will be published in the TIB.
 - iv. Category #3 correspondence (requiring Board action) will be placed on the agenda for the next Regular Board Meeting, unless the correspondence deals with property, personnel or litigious matters, in which case this correspondence will be placed on the agenda for the next In-camera Board meeting.
 - v. When a formal reply is deemed necessary or appropriate, the responsibility for replying to such correspondence will be determined by the board at its regular meeting or its in-camera meeting. Where necessary or appropriate, the individual drafting the reply will discuss the proposed content with the Chair.
 - vi. Category #4 correspondence (confidential personnel matter) will be copied to the Chair and executive committee immediately, and referred to the appropriate staff person for investigation and a response. Upon receipt of the response, the original letter and the response will be provided to all trustees in a confidential manner. Category #4 correspondence will not be published or referenced in the TIB.
 - vii. Correspondence received at the Board Chair's home address will be forwarded to the Secretary-Treasurer's office, as soon as possible, to permit the above procedures outlined in this regulation can be acted on.

17. Trustee Remuneration, and Expenses

- a. As outlined in the *School Act*, the Board may approve compensation for the Chair, Vice Chair, and other trustees. Additionally, the Board can approve a reasonable allowance to cover expenses that trustees incur while fulfilling their duties.
- b. On an annual basis, a survey will be taken of the metro school Districts to ensure the current honorarium is competitive with school districts in the region. The survey results will be presented to the Board by the Secretary-Treasurer along with information on the current honorarium increased by the CPI for Vancouver rounded to the nearest \$100.
- c. Any adjustments to the honorarium shall be effective annually to coincide with the District's fiscal year.
- d. Trustees' compensation will be paid on a bi-weekly basis, subject to statutory deductions, and will be deposited directly into an account of a financial institution of the trustee's choice.
- e. To account for the increased responsibilities associated with their roles, the honorarium for the Chair will be set at 15% higher than the trustee base rate, and for the Vice Chair it will be set at 7.5% higher than the trustee base rate.
- f. Additional Benefits
 - i. Retirement Contribution
 - 1. Regular bi-weekly payments will be grossed up by 9% with the expectation that trustees will utilize the retirement contribution for retirement purposes, such as RRSP or TFSA contribution.
 - ii. Benefits in Lieu
 - 1. The Board will provide and fully cover the cost of group life insurance and Accidental Death and Dismemberment coverage for each trustee under a District benefit package should trustees so elect. Trustees who are uninsured or only partially insured will receive the remaining package value (up to 10% of the basic honorarium minus the insurance premiums) through regular bi-weekly payments so that they may obtain insurance coverage themselves.
 - iii. Transition Allowance
 - 1. Upon completion of their service, each trustee shall be entitled to a transition allowance designed to facilitate their transition from office, as outlined below:
 - a. A trustee completing their first term shall receive a transition allowance equivalent to two (2) weeks of the trustees' basic honorarium at the end of their service.
 - b. A trustee concluding two (2) or more terms shall be granted a transition allowance equal to two (2) weeks of the trustees' basic honorarium per year of continuous service, prevailing at the end of their tenure.
 - c. Exceptions to a) and b) above include trustees who do not fulfill their elected term. In such cases, the entitlement to a transition allowance will be at the discretion of the Board, considering any mitigating circumstances.

2. Application of Allowance
 - a. The allowance will only be disbursed if the trustee is leaving office in "good standing."
 - b. Trustee eligible for a transition allowance may choose to receive the payment as a lump sum or as a series of equal monthly installments, starting from the date of resignation or the end of their term if not re-elected.
 - c. In the event of a trustee's demise, the transition allowance will be paid to the trustee's estate or designated beneficiary.
- g. Professional Development & Travel
 - i. The Board supports ongoing trustee development and encourages participation in conferences, conventions, seminars, workshops, and community or education-related events that enhance trustee effectiveness and governance capacity.
 - ii. The Board will provide funding within the annual operating budget to support trustee participation in such activities.
 - iii. The budget designated by the Board for trustee expenses shall be divided into two (2) categories as follows:
 1. Trustee Personal Pro-D & Community Engagement
 - a. The Board will establish a four-year Personal Pro-D/Community Engagement budget each election year. The budget for the full quadrennium is \$16,000 per trustee allowing flexibility for individual trustees at their discretion to participate in relevant conferences, meetings or other events as they arise.
 - b. Trustees may expend funds as allocated to them within the allowance set by policy at their discretion to the maximum of their budget amount.
 - c. No trustee shall exceed their budgetary allotment without express approval of the Board.
 2. Board Related Expense Activity
 - a. Sufficient funds will be set aside annually to cover expenses where normally all trustees participate, are expected to attend or where trustees are representing the school district at the request of the Superintendent. (i.e. BCSTA meetings, Board retreats, BCPSEA meetings, meetings with the Ministry of Education and Child Care, etc.)
 - iv. Authorized expenses associated with trustee participation in the above activities, including travel, accommodation, registration, and related costs, will be reimbursed in accordance with Board policy and procedures on travel and expense reimbursement.
 - v. Trustees are entitled to reimbursement for authorized travel undertaken while fulfilling their governance responsibilities, including travel to committee meetings, school & community events, official functions, and

- other activities that benefit the District. Travel distances will be measured from the trustee's home address as the standard base of measurement.
- vi. Trustees may request reimbursement for the additional costs associated with coverage for business use vehicle insurance as per the District's administrative procedures.
 - vii. Trustees will be provided the following support and resources during their term of office:
 - 1. Trustees will be provided with appropriate technology, communications, and administrative support to enable them to fulfill their governance responsibilities. Trustees must ensure their use of district-provided technology and systems complies with all Board policies and is District operating procedures and requirements.
 - 2. District-provided equipment and services remain Board property and must be returned or appropriately disposed of at the conclusion of a trustee's term, in accordance with established procedures.
 - 3. Trustees are eligible for compensation for the cost of home internet service.
 - 4. Trustees may access additional district resources only with authorization from the Superintendent or Secretary-Treasurer.

18. Trustees will abide by the Conflict of Interest guidelines outlined the Trustee Code of Conduct Policy.

References

Human Rights Code, R.S.B.C., 1996, c. 210.

School Act, R.S.B.C., 1996, c. 412.

School Regulation, B.C. Reg. 265/89.

Approved: June 10, 2026

Policy 7 – Board Committees

Background

The Board is authorized under the *School Act* to establish standing and ad-hoc committees to support its governance responsibilities. These committees operate within a structured framework, including, compliance with legislative requirements and adherence to recognized parliamentary procedures.

Process

1. Board Standing Committees
 - a. The Board may establish standing and ad-hoc committees to assist with its governance functions.
 - b. Meetings shall be conducted in accordance with Robert’s Rules of Order.
 - c. Standing committees are formed to assist the Board with duties that are ongoing or recurring.
 - d. Only trustees may vote.
 - e. The Board Chairperson shall appoint trustees to committees following the inaugural meeting of the Board and review appointments annually or earlier as required.
 - f. Committee meeting schedules shall be established at the first regular meeting of each standing committee following annual appointments.
 - g. The Superintendent, Secretary-Treasurer or their designates shall keep the committee chairpersons informed of matters within their jurisdiction.
 - h. The Secretary-Treasurer shall prepare agenda packages and record and retain committee minutes.
2. Finance Committee
 - a. Composed of the entire Board, executive committee and fiscal management services staff.
 - b. The committee chairperson is appointed annually by the Board Chairperson.
 - c. The committee shall provide financial oversight and recommendations on budget priorities and fiscal management.
 - d. The committee will provide regular financial updates to the Board, as required.
3. Audit Committee
 - a. Established in accordance with the *School Act*.
 - b. The committee shall be composed of:

- i. Three trustees, one of whom is the Finance Committee chairperson; and
 - ii. One external non-voting, advisory member who is independent from the district and experienced in auditing, accounting, financial management or other relevant business experience.
 - 1. The term of office for the external community member will be reviewed annually. The external community member's term may not exceed five years unless the position has been publicly advertised and no potential qualified and appropriate candidates have been identified.
 - c. The chairperson and trustee representatives are appointed annually by the Board Chairperson.
 - d. The committee shall:
 - i. Be supported by the executive committee and other resource personnel;
 - ii. Report to the Board through the Finance Committee;
 - iii. Meet at least three times per year;
 - iv. Support financial reporting, audit functions, internal control measures, risk assessment and mitigation and compliance matters; and
 - v. Make recommendations to the Finance Committee and Board.
- 4. Policy Committee
 - a. Composed of three trustees, one of whom will be appointed committee chairperson.
 - b. The chairperson and trustee representatives are appointed annually by the Board Chairperson.
 - c. The committee shall:
 - i. Be supported by the executive committee and other resource personnel;
 - ii. Address Board policy matters;
 - iii. Report activities and outcomes to the Board through the committee chairperson;
 - iv. Establish an annual policy review work plan; and
 - v. Address matters referred by the Board and make recommendations.
- 5. District Committees
 - a. Trustee representatives are appointed annually, as required, by the Board Chairperson.
 - b. Membership and meeting frequency vary by committee.
 - c. Meetings are scheduled by the assigned staff contact.
 - d. Committees shall report activities and outcomes to the Board through the committee chairperson.
 - e. Unless authorized by Board resolution, staff and other members act as resource persons only and do not have a vote.
 - f. Meetings shall be conducted in accordance with Robert's Rules of Order.
- 6. External Committees

- a. Trustee participation may be requested, expected or otherwise considered to be in the best interests of the Board.
- b. Trustees may not be required to attend all meetings but may be consulted as needed.
- c. Trustee voting rights depend on the mandate of the external committee; roles typically serve as liaison or resource.
- d. Trustees shall not act on behalf of or commit the Board.
- e. Trustees shall report activities at regular meetings of the Board, consistent with Policy - Board Operations.

7. Ad-Hoc Committees

- a. The Board may establish ad-hoc committees for specific purposes and shall dissolve upon completion of their mandate.
- b. The Board Chairperson shall appoint trustee representatives upon establishment of the committee.

8. Trustee Responsibilities as Board Representatives

- a. Provide regular updates to the Board on committee activities.
- b. Ensure minutes are submitted to the Secretary-Treasurer for inclusion in the Trustee' Information Bulletin.

9. Resource Personnel

- a. The Superintendent may appoint resource personnel to committee work.

References

School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026



Policy 8 – Board Representatives

Background

The Board of Education of School District No. 36 (Surrey) (the “Board”) may, from time to time, assign Board members to represent them on various non-Board committees and organizations. Such representation is established at the discretion of the Board to promote collaboration, facilitate information exchange and engage in discussion on matters of mutual interest.

The Board believes that trustees will represent the Surrey School District No. 36 (the “District”) interests when participating in the work of external organizations or agencies as its appointed representative. Appointments to these committees will be reviewed annually by the Board.

Board representatives are set by the Board Chair.

Trustees appointed to other non-board committees and non-school District committees/bodies may or may not participate as voting members depending upon the nature and purpose of their involvement. Their more common role may be as resource or liaison person. Regardless of the nature of trustees’ participation, trustees do not have the authority to act on behalf of or make commitments for the Board.

Process

1. Representatives generally have the following terms of reference:
 - a. Purpose
 - i. To represent the Board’s positions and interests.
2. Powers and Duties include:
 - a. To attend meetings;
 - b. To provide input from the Board’s perspective;
 - c. To communicate to the Board and the Superintendent the workings of the body; and
 - d. To bring recommendations to the Board as and when necessary.
3. Membership
 - a. As determined by the Board.
4. Meetings
 - a. As called by the body.

5. The Board may publish a list of trustee representation to other bodies on the District website.
6. The Superintendent may appoint staff to work with representatives and shall determine roles, responsibilities and reporting requirements of staff.

Approved: June 10, 2026



Policy 9 – Board Policy Development

Policy development is a key responsibility of the Board of Education of School District No. 36 (Surrey) (the “Board”). Policies constitute the will of the Board in determining how the School District operates.

Policies provide effective direction, expectations, and guidelines for the action of the Board, Superintendent, staff, students, electors, and the broader community. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Surrey School District No. 36 (the “District”). The adoption of new policies and revision of existing policies are within the exclusive authority of the Board.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines for the District and the opportunity for the Superintendent to exercise professional judgment in the administration of the District in alignment with the Board’s strategic priorities, values, and legal responsibilities.

Procedure

1. The Board shall adhere to the following stages in policy development:
 - a. Planning
 - i. The Board, in cooperation with the Superintendent, shall assess the need for a policy and identify its critical attributes.
 - ii. Policies may be created or updated to ensure compliance with legislation, regulations and legislative mandate, or to address a policy direction need that has been identified.
 - b. Development
 - i. At the direction of the Board, the Superintendent or Designate will draft amendments to an existing policy or develop a new policy.
 - ii. After the Board reviews a draft policy, it may refer it to the Policy Committee for further review.
 - iii. The Committee will provide input to the Superintendent, who will make any changes if necessary and proceed with having the policy presented to the Board for final approval.
 - c. Approval
 - i. Proposed new policies and revisions to existing policies shall be introduced by notice of motion at a regular meeting of the Board.
 - ii. Following introduction, the proposed new policy or revision to existing policy shall be posted publicly to the District’s website before final approval.

- iii. Final approval of a new policy or revision to existing policy shall be granted by resolution of the Board at the next regular meeting following the notice of motion.
- d. Implementation
 - i. The Board is responsible for the implementation of its own governance policies.
 - ii. The Board and the Superintendent share the responsibility for implementation of policies relating to the Board -Superintendent relationship.
 - iii. The Superintendent is responsible for the implementation of administrative procedures.
- e. Review/Evaluation
 - i. The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.
 - ii. The Board shall review all policies at least once in a four-year term and to ensure that compliance with legislation, regulations and legislative mandate is maintained.

2. Administrative Procedures

- a. The Superintendent shall develop administrative procedures as specified in Policy 10 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District. These must be in accordance with Board policies.
- b. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure related to this matter.
- c. The Superintendent must inform the Board of any changes to administrative procedures in a timely manner. Changes to administrative procedures of a significant and/or material nature must be presented to the Board prior to implementation.
- d. All Board policies and administrative procedures shall be posted on the District website.

References

School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026



Policy 10 – Delegation of Authority

Introduction

1. The Board of Education of School District No. 36 (Surrey) (the “Board”) is authorized under the *School Act* to delegate specific and general administrative and management duties to others.
2. The Board hereby delegates to the Superintendent of Schools the authority to perform any act or exercise any power that the Board is authorized or required to do, except for:
 - a. Those matters reserved to the Board by this or any other Board policy: and
 - b. Those matters that cannot be delegated.
3. Notwithstanding the above, the Board also reserves the authority to make decisions on any matters within its authority under the *School Act* or in accordance with Board policies.
4. Further, the Board requires that any new provincial, federal, regional or local initiatives must be brought to the Board discussion and determination of decision making authority.
5. The Superintendent is directed to develop an administrative procedure to fulfill Board obligations created by any federal or provincial legislation.
6. In the absence of Board policy, if an immediate administrative response is required the Superintendent shall:
 - a. Inform and/or consult with the Board Chair as soon as possible; and
 - b. Inform the Board as soon as practicable or at the next Board meeting on the nature of the issue, action taken, and the need for future policy or administrative procedure.

References

School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026



Policy 11 – Role of the Superintendent

In accordance with the *School Act*, the Board of Education of School District No. 36 (Surrey) (the “Board”) will appoint the Superintendent of Schools. The Superintendent shall be the Chief Executive Officer of the School District.

The Superintendent will report and be accountable to the Board.

The Superintendent’s key responsibilities are as follows: operational oversight, execution of strategic goals, organizational and educational leadership, community engagement, and ensuring compliance with the District’s policies and procedures, *School Act*, *School Regulation*, Ministerial Orders and Provincial Guidelines, and other applicable legislation.

The following describes the core mandate of the Superintendent:

1. Organizational Culture
 - a. Establish safe, caring and orderly learning and working environments.
 - b. Ensure the welfare of students and staff.
 - c. Foster an environment of diversity, equity, and inclusion.
 - d. Promote ethical leadership and social responsibility across the organization.
2. Strategic Planning
 - a. Collaborate with the Board on development and implementation of strategic plan.
 - b. Identify and execute plans to achieve strategic goals established by the Board.
 - c. Regularly report on strategic progress and results.
3. Educational Leadership
 - a. Champion student learning, well-being and achievement across all schools and programs.
 - b. Ensure implementation of provincial educational mandates.
 - c. Promote innovation in curriculum, instruction and assessment practices.
 - d. Support inclusive education, Indigenous education and equity and anti-oppression priorities.
 - e. Ensure facilities adequately accommodate students.
4. Policy and Administrative Procedures
 - a. Collaborate with the Board on development, implementation and evaluation of Board policy.
 - b. Develop and implement policies and administrative procedures.

- c. Inform the Board of changes to administrative procedures as appropriate.
 - d. Inform the Board of federal, provincial or local legislative developments that may impact the operations of the Board and/or the District.
5. Leadership Practices
- a. Provide leadership in all matters relating to the operation of the District.
 - b. Provide supervision over and direction to staff.
 - c. Implement policies/directions established by the Board and Ministry of Education and Child Care.
6. Superintendent/ Board Relations
- a. Establish and maintain positive and professional working relations with the Board.
 - b. Serve as principal advisor to the Board on educational, operational, and policy matters.
 - c. Respect and honor the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.
 - d. Provide timely, accurate, and relevant information to support Board decision-making.
 - e. Facilitate communication between the Board and senior leadership.
 - f. Consult with the Board to develop and implement the district's orientation program for newly elected trustees.
7. Fiscal Responsibility
- a. In partnership with the Secretary-Treasurer:
 - i. Oversee the development and implementation of the annual budgets;
 - ii. Oversee the development and implementation of the long range facilities and five-year capital plans;
 - iii. Identify and manage organizational risks; and
 - iv. Maintain internal controls and reporting systems.
8. Organizational Management
- a. Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.
 - b. Report to the Minister with respect to matters identified in and required by the School Act or Ministry of Education and Child Care.
 - c. Oversee development and implementation of processes for gathering, analyzing and using data for decision-making.
9. Human Resources Management
- a. Responsible for all personnel-related matters except for matters governed by legislation, collective agreements, or Board policy.
 - b. Ensure compliance with collective agreements, terms and conditions of employment and employment legislation.
 - c. Establish and maintain an effective organizational structure.
 - d. Ensure adequate succession planning is in place for key positions.

10. Communication and Community Relations

- a. Ensure open, transparent and positive external and internal communications are developed and maintained.
- b. Act as primary spokesperson, in collaboration with the Board Chair, for the operations of the District.
- c. Develop and maintain positive and effective relations with provincial and regional/local governments, departments and agencies.

11. Accountability

- a. Report to the Board on progress of strategic and operational goals.
- b. Comply with reporting requirements as established by the *School Act*, *School Regulation*, Ministerial Orders and Provincial Guidelines.
- c. Report to the Board with respect to performance reviews and related action plans.

12. Other Duties

- a. The Superintendent may assist the Board with:
 - i. Creating a positive local and provincial profile of Surrey Schools.
 - ii. Other duties as assigned by the Board.

References

School Act, R.S.B.C., 1996, c. 412

School Regulation, B.C. Reg. 265/89.

Approved: June 10, 2026



Policy 12 – Recruitment and Selection of Personnel

Background

The Board of Education of School District No. 36 (Surrey) (the “Board”) believes strong leadership and administration at the district and school levels are essential to the effective and efficient operation of the school system.

The Board recognizes the Superintendent as the Chief Executive Officer and is responsible for the recruitment and selection of personnel for the Surrey School District No. 36.

Process

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
 - a. Superintendent Succession Planning
 - i. To ensure continuity of leadership, the Superintendent shall designate staff to assume responsibilities in the event of a short-term or extended absence.
 - ii. The Board Chair shall be informed of any such delegation.
2. District Leadership Positions
 - a. For the positions of Deputy Superintendent, Secretary-Treasurer and Chief Human Resources Officer, the Superintendent, in consultation with the Board, will develop the selection process.
 - b. The Superintendent is responsible for the selection process for Assistant Superintendent and Assistant Secretary-Treasurer.
 - i. Trustees may participate in the interview process.
 - c. At the recommendation of the Superintendent, the Board shall ratify the appointment of the Secretary Treasurer, Deputy Superintendent, Assistant Superintendent and Assistant Secretary-Treasurer.
3. The Superintendent is delegated full authority to recruit, select, assign, and reassign school-based leaders, including Principals and Vice-Principals.
 - a. Trustees may participate in the interview process.
4. The Superintendent is delegated full authority to recruit, select, assign, and reassign all other (management) staff within the limits of budget and legislation.

5. The Superintendent will keep the Board informed of management staff changes and any changes to the compensation and/or benefits structure.
6. The compensation package, including placement on the salary grid currently in effect, will be determined by the Superintendent in accordance with applicable compensation guidelines.
7. All offers of employment shall be conditional on the successful applicant providing a criminal record check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) which is acceptable to the Superintendent.
8. All management positions shall have a written role description and the person occupying each of these positions shall have a written contract of employment in accordance with Board approved template contracts.

References

School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026



Policy 13 – Appeals

BYLAW NO. 5

Background

The Surrey Board of Education of School District No. 36 (Surrey) (the “Board”) generally encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises, pursuant to the Board’s complaint process. (Refer to the administrative procedure governing public requests and/or complaints).

If an employee’s decision is disputed or a complaint is made about an employee’s decision, the dispute or complaint is not resolved to the satisfaction of the student or the parent(s) of the student affected, and the decision significantly affects the education, health or safety of the student, the Board recognizes the right of a student and/or his or her parents (including guardians and persons acting in place of parents) to appeal to the Board.

The Board also recognizes that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board’s chief educational officer.

Definitions

“Decision” includes a failure to make a decision.

“Parent” is as defined in the *School Act*, and includes a guardian.

Process

1. Principles

- a. Appeal procedures shall be established by bylaw and shall be applied in accordance with the following principles.
- b. Employee decisions relating to individual students should be carried out in accordance with principles of fairness. The appeal process should encourage all parties to disputes to understand the concerns of the other parties and make good faith efforts to resolve disputes to mutual satisfaction.
- c. Appeals to the Board are to be carried out in accordance with the principles of fairness, including:
 - i. The appeal process should be accessible to parents and students.
Information about the appeal process and relevant policies should be readily

accessible to all, including employees, students and parents. Reasonable accommodation should be provided where necessary to allow parents or students to make use of the appeal process.

- ii. Appellants are entitled to receive the same written and oral information to be used in the appeal as is provided to the Board by administration and to have an opportunity to respond to it.
- iii. The Board accepts its responsibility to exercise its independent judgment when hearing appeals. In particular, a Board officer who has participated in making the decision being appealed, who has attempted to mediate it or who has investigated it shall not assist the Board with its deliberations on the appeal.
- iv. A student or parent shall not be subjected to retribution by the Board, its officers or employees because an appeal has been made.

2. Process Guidelines

- a. The Board recognizes that whether a decision significantly affects a student's education, health or safety is a matter for individual consideration. The following will normally be considered to be matters that significantly affect a student's education, health or safety:
 - i. Suspension or exclusion of a student from a school for a period in excess of five (5) days, or that could prevent the student from fulfilling graduation requirements in a timely way;
 - ii. Decisions regarding placement in an educational program other than access to a specific course or class;
 - iii. Decisions regarding whether a student has met the requirements for promotion from one grade or course to the next, or has met the requirements for secondary school graduation;
 - iv. Denial of a request for an individual education program; and
 - v. Failure to consult with regard to a student's individual education program.
- b. Decisions made on appeals are not precedential and are not binding on future decision-makers.
- c. In considering appeals of employee decisions, the Board shall consider:
 - i. Whether the decision under appeal is in accordance with legislation, Board policies and administrative procedures;
 - ii. Whether the decision under appeal was reached through a process that was fair to the student and after consideration of relevant information;
 - iii. Whether the evidence presented to the Board supports the decision or calls it into question;
 - iv. Whether the decision is reasonable in the circumstances; and
 - v. Whether there are special circumstances that would warrant making an exception to Board policy.

Appeal Procedures

3. Pre-Appeal Dispute Resolution Process

- a. The student and/or parent(s) shall first follow the dispute resolution steps outlined in the applicable administrative procedure governing public requests and/or complaints and other matters, and make reasonable effort to resolve the concern before filing an appeal to the Board. If the applicable dispute resolution process does not resolve the concern, an appeal is normally from the decision of the highest supervisory officer who dealt with the matter in the dispute resolution process.

4. Starting an Appeal

- a. If the steps in Section 3 are not successful, a parent and/or student begins the Board appeal process by presenting a written Notice of Appeal to the Secretary-Treasurer within fifteen (15) school days after being informed of the decision that is being appealed, or from the date of completion of the dispute resolution steps referred to in section 3, whichever is later.
- b. The Notice of Appeal form is attached to this regulation, is available on the website for the Surrey School District No. 36 (the "District") (www.sd36.bc.ca) and is available at all schools and District offices in their policies and regulations manual.
- c. The Notice of Appeal must include:
 - i. The name, address and school placement of the student (including, where appropriate, grade level and home room teacher);
 - ii. The name and address of the person(s) making the appeal;
 - iii. The decision being appealed;
 - iv. The date on which the student and/or parent/guardian bringing the appeal were informed of the decision;
 - v. The name of the Board employee(s) who made the decision being appealed;
 - vi. Particulars of the effect on the student's education, health or safety;
 - vii. The grounds for the appeal and the action requested or relief sought;
 - viii. A summary of the steps taken by the student and/or parent/guardian to resolve the matter;
 - ix. Whether the person making an appeal is requesting an oral hearing; and
 - x. Whether the person making an appeal requires any special accommodation in order to proceed with the appeal (such as interpretation services at the hearing of the appeal).
- d. The Secretary-Treasurer is responsible on behalf of the Board for:
 - i. Receiving Notices of Appeal;
 - ii. Reviewing Notices of Appeal for completeness and timeliness;
 - iii. Giving any notices required under collective agreements;
 - iv. Receiving and distributing documents relevant to an appeal;
 - v. Communicating with the appellants and others on matters relating to an appeal hearing;
 - vi. Arranging for any accommodation required; and
 - vii. Scheduling hearings.
- e. The Secretary-Treasurer may designate another staff member to carry out these responsibilities. If the Secretary-Treasurer has participated in the dispute resolution

steps or is the employee whose decision is being appealed, another staff member shall be designated.

- f. The Secretary-Treasurer may schedule a preliminary hearing before the Board for the purpose of a decision on that matter without first complying with all requirements of section 5 if of the opinion that:
 - i. The appeal is not timely;
 - ii. The appellant has refused to participate in the dispute resolution steps;
 - iii. The appeal is not an appeal of a decision of a Board employee or the decision does not significantly affect the student's education, health or safety; or
 - iv. There is any other preliminary matter that should be settled before a hearing of an appeal on its merits.
- g. Appellants are notified of a preliminary hearing and provided with the opportunity to make written submissions on the preliminary issue to be determined.

5. Pre-Hearing Responsibilities

- a. Upon receipt of the Notice of Appeal, the Superintendent shall be notified. The Superintendent or a person designated by the Superintendent to be responsible for investigation and presentation on the appeal will prepare a report for the Board concerning the matter under appeal and is responsible for gathering the information to be presented to the Board, other than the information to be presented by the appellant.
- b. If the appellant is a student under the age of 19 and no parent is named as an appellant, a parent will be notified.
- c. If the appellant has not met with the Superintendent during the dispute resolution process, at the Superintendent's request the appellant is required to meet with the Superintendent or a person designated by the Superintendent. A report of this meeting shall be included in the report prepared under section 5(a). The report may include the Superintendent's recommendations as to whether the dispute should be referred to an outside mediator.
- d. Any notices required under relevant collective agreements are given.
- e. Instead of an oral hearing, the Board may determine that an appeal will be decided on the basis of written submissions only.
- f. The appellant is notified of the date, time and place for hearing of the appeal and of the requirement to provide any documents in advance.
- g. A copy of the report prepared under section 5(a) will be provided to the appellant no later than 48 hours before the time set for the hearing.
- h. The appellant is required to provide copies of any documents on which he or she intends to rely, or copies of written submissions, no later than 24 hours before the date set for the hearing.

6. Hearing and Decision

- a. The Board shall decide the appeal based on the oral and/or written submissions presented to it and, for an oral hearing, will determine the order of, and time allotted for, submissions.

- b. At any time, the Board may request further information from the appellant or the Superintendent or designate and may adjourn in order that such information may be obtained.
- c. The Board may make any interim decision it considers necessary pending the disposition of the appeal.
- d. The Board may invite submissions from any person whose interests may be affected by the Board's decision on the appeal.
- e. The Board may refuse to hear an appeal where:
 - i. The appeal has not commenced within the time set out under Section 4(a);
 - ii. The student and/or parent or guardian has refused or neglected to discuss the decision under appeal with the person(s) specified in the applicable dispute resolution process or the Superintendent or delegate, or such other person as directed by the Board; or
 - iii. The decision does not, in the Board's opinion, significantly affect the education, health or safety of the student.
- f. The Board may hear an appeal despite any defects in form or technical irregularities and may relieve against time limits.
- g. Appeals and decisions on appeals will be held in a closed session.
- h. The Secretary-Treasurer will ensure that official meeting notes or minutes of the appeal hearing are taken.
- i. The Board will ensure that each party has received all documentation provided by the other party prior to the hearing.
- j. At the end of each party's submission, trustees may ask questions.
- k. When questioning by trustees is complete, the parties leave and the Board meets to decide how it will dispose of the appeal.
- l. The Board shall make a decision within 45 days from receiving the Notice of Appeal.
- m. The Board's decision is final, subject to any rights to appeal under the *School Act*.
- n. The Board may reconsider its decision only:
 - i. If it is satisfied that new evidence or information would have a material effect on the decision and the failure to present that evidence or information at the original hearing is satisfactorily explained;
 - ii. The decision contravenes law; or
 - iii. A reconsideration is directed or requested in connection with an appeal of the Board's decision under section 11.1 of the *School Act*.
- o. The parties shall be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable.
- p. Appellants who have appeal rights under section 11.1 of the *School Act*, will be advised of those rights when or before they are notified of the Board's reasons for decision.

7. Withdrawn Appeal

- a. If an appeal is withdrawn, written confirmation of such withdrawal is to be filed with the Secretary-Treasurer's office and communicated to all affected parties.

References

Administrative Tribunals Act, S.B.C., 2004, c. 45.

School Act, R.S.B.C., 1996, c. 412.

School Regulation, B.C., Reg. 265/89.

Approved: June 10, 2016



Policy 14 – Permanent Closing of Schools

Background

Pursuant to the *School Act* and *School Opening and Closure Order*, Ministerial Order 194/08, the Board of Education of School District No. 36 (the “Board”) can open, close, or reopen a school permanently or for a specified period of time.

The Board recognizes and understands that permanent school closure decisions affect and impact many families and community members, and said groups must be afforded an adequate opportunity to provide input on the proposal prior to a final decision being rendered.

Prior to rendering a final decision on a permanent school closure, the Board will consider the future enrolment and general population in the community.

The Board further acknowledges that, prior to rendering a final decision on a permanent school closure, it will consider possible alternative community uses for all or part of the school and will provide notice to the community to allow for an adequate opportunity to provide input.

Process

1. Scope
 - a. This policy does not apply to the operation of any specialized programs, off-site programs, or other educational services operating in schools or at any other Surrey School District No. 36 (the “District”) or non-District sites.
2. Public Board Meeting
 - a. Any proposed school closure shall be first announced at a regular Board meeting.
3. Public Consultation
 - a. The process of consultation for a school closure shall require at least 60 days commencing from the time when the Board provides public notice as to which specific school(s) are being considered for closure or consideration of possible “alternative community use” for all or part of the school, as defined by Ministerial Order 194/08.
 - b. The process of consultation shall provide an opportunity for those who will be affected by a proposed closure or alternative community use(s) of part or all of a school(s) to participate in the process. Such participation shall include parents, students, and community members.

- c. The Board shall take the following steps to ensure that an open and meaningful public consultation has taken place:
 - i. Make available the following information:
 - 1. Detailed reasons for the proposed school closure;
 - 2. How the proposed closure would affect the current catchment area for other schools, if applicable;
 - 3. The number of students who would be affected at the closed school(s);
 - 4. The effect of the proposed closures on Board provided student transportation;
 - 5. The proposed effective date of the school closure;
 - 6. Financial considerations;
 - 7. Impact on the Board's five-year capital plan;
 - 8. Proposed use of the closed school(s), including, potential lease or sale, if known at the time of a school closure; and
 - 9. Future enrolment growth of persons less than school age as well as adults in the community.
 - ii. Provide an opportunity for affected persons to submit a written response to any proposed school closure, and information and directions on how to submit the written response to the Board.
 - iii. Hold at least one public meeting for affected persons to receive information, ask questions, and provide written feedback. The time and place of the public meeting shall be made known to the community.

4. Closure Decisions

- a. A decision by the Board to permanently close a school shall be made by Bylaw at a public Board meeting.
- b. Notification to the Minister
 - i. If the Board decides to permanently close a school under section 73 of the *School Act*, the Board must, without delay, provide the Minister with written notification of the decision containing the following information:
 - 1. The school's name;
 - 2. The school's facility number;
 - 3. The school's address; and
 - 4. The date on which the school will close.
- c. Criteria for Considering School Closure
 - i. A school may be considered for closure when there is sufficient space to accommodate the students in neighboring schools. In addition, the following factors must be considered:
 - 1. Future enrolment growth in the District of persons of school age, persons of less than school age, and adults;
 - 2. The operating cost;
 - 3. The condition of the facility and the need for capital expenditures to keep the building operational; and

4. The limitations of the facility that restrict appropriate education programming.
5. Opportunities for Students Displaced by School Closure
 - a. The District shall ensure that all District students displaced by a school closure have opportunities to receive an appropriate educational experience in another school in the District. The registration of displaced students shall be subject to the administrative procedure governing registration and placement of students.

References

School Act, R.S.B.C., 1996, c. 412.

School Opening and Closure Order, Ministerial Order 194/08.

Approved: June 10, 2026



Policy 15 – Child Care

Background

The Surrey School District No. 36 (the “District”) is committed to supporting students, families, and communities by facilitating access to child care programs on property owned by the Board of Education of School District No. 36 (the “Board”).

This policy establishes the objectives, principles, and requirements governing the use of property owned by the Board for the provision of licensed child care programs, whether operated by the District or external licensees, in a manner that is fiscally responsible, compliant with applicable legislation, inclusive, and supportive of Indigenous reconciliation. This policy is to be read in conjunction with the administrative procedure governing community use of facilities and grounds.

Definitions

For the purposes of this policy, “Child Care Program”, “Board Property”, “Business Day”, “Educational Activities”, “Licensee”, and “Parent” have the same meaning as set out in the *School Act*.

“Reasonable Costs” include:

1. Utilities;
2. Maintenance and repair;
3. Insurance;
4. Inclusive supports;
5. A reasonable allowance for the cost of providing custodial services;
6. A reasonable allowance for the time District administrators and other staff spends on matters relating to the use of Board property by licensed child care providers;
7. Capital replacement costs; and
8. Any other incremental costs related to the planning, operations or provision of child care services on Board property.

Procedures

1. Scope
 - a. The purpose of this policy is to provide guidance with respect to how the District will promote the use of Board Property for the provision of Child Care Programs

between the hours of 7 a.m. and 6 p.m. on Business Days by the District or external Licensees.

- b. The use of Board Property by Licensees, other than the District, must not disrupt or otherwise interfere with the provision of educational activities, including early learning programs, extracurricular school activities or any other school district activity.

2. Community Engagement

- a. The District may assess community need for Child Care Programs through engagement with employee groups, parents, Indigenous communities and rightsholders, existing childcare operations, and other relevant agencies.
- b. The engagement process may be conducted on an ongoing basis.
- c. The District may work with Licensees to send out surveys and information regarding Child Care Programs and to encourage registration and ensure community awareness.

3. Operating Child Care Programs

- a. In operating a Child Care Program, whether directly by the District or through a Licensee, the District shall ensure that the program is operated in a manner that is cost neutral to the District.
- b. For the purposes of this section, the District may consult, as it considers appropriate, with relevant District departments, including, Indigenous Learning and Student Support - Inclusive Education.

4. Contracting Considerations

- a. Prior to entering or renewing any contract with a Licensee, other than the District, the District shall consider the following factors:
 - i. Whether it is preferable for the District to operate the Child Care Program;
 - ii. The availability of District personnel and space to provide a Child Care Program;
 - iii. The appropriateness of the District to become a Licensee; and
 - iv. Where a Licensee seeks the renewal or extension of a contract, whether the Licensee fulfilled all obligations under this policy and the existing contractual agreement with the District, with particular regard to:
 1. The provision for an inclusive Child Care Program; and
 2. The promotion of Indigenous reconciliation within the Child Care Program.

5. Allocation of Space

- a. The District may give priority to Licensees that operate Child Care Programs in a manner consistent with the principles set out in sections 3(a) and (b) of this policy.

6. Applications

- a. To request use of Board Property for a Child Care Program, Licensees shall apply through the administrative procedure governing community use of facilities and grounds for additional information.
7. Compliance
- a. Where a Licensee operates a Child Care Program on Board Property, the District shall require the Licensee to agree to comply with this policy.
8. Fees
- a. Fees charged to Licensees, other than the District, for use of Board Property shall not exceed the Reasonable Costs incurred in making the Board Property available for the Child Care Program.
 - b. Fees charged for Child Care Programs operated by the District, as a Licensee, shall not exceed the Reasonable Costs incurred in providing the Child Care Program.
9. Contracts
- a. Any contracts with a Licensee, other than the District, shall be in writing and include, at a minimum:
 - i. A description of the Reasonable Costs for which the Licensee is responsible;
 - ii. A covenant by the Licensee to comply with this policy;
 - iii. A provision setting out the conditions under which the contract may be terminated by either the District or Licensee;
 - iv. An allocation of responsibility for obtaining and maintaining insurance coverage;
 - v. An indemnification clause requiring the Licensee to indemnify and hold harmless the District;
 - vi. A clause stating that the contract may only be amended in writing, and executed by the District and the Licensee; and
 - vii. A requirement that the Licensee maintain all licenses, permits, and approvals necessary to operate a Child Care Program.

References

Human Rights Code, R.S.B.C., 1996, c. 210.
Ministerial Order M326/20: Child Care Order. Government of British Columbia, 2020.
Ministry of Education and Child Care, *Inclusive Education Policy*, September 5, 2023.
School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026

Policy 16 – Disposal of Land or Improvements

The Board of Education of School District No. 36 (Surrey) (the “Board”) is required to develop and implement policies and procedures with respect to the disposal of land or improvements under the *School Act*, consistent with Ministerial Order M193/08 (Disposal of Land or Improvements Order).

1. Board Responsibility

- a. The Board has the responsibility to ensure that the disposal of any of its lands and improvements (each a “Facility”) is conducted in accordance with the *School Act* and any applicable orders of the Minister of Education and Child Care (the “Minister”).

2. Policy Not Applicable

- a. This policy is not applicable to grants of Crown land to the Board in trust for educational purposes.

3. Disposal of Land or Improvements

- a. The Board will not dispose (as defined in the *Interpretation Act*) of a Facility by sale and transfer in fee simple or by way of a lease of 10 years or more (including, for greater certainty, the cumulative total of all options and rights to extend or renew the lease) unless such disposal is:
 - i. To another board as defined in the *School Act* (which includes, for greater certainty, a francophone education authority) or to an independent school (as defined in the *Independent School Act*, and in either case, for educational purposes; or
 - ii. Approved by the Minister (with any terms and conditions required by the Minister).
- b. The Board may dispose of a Facility by way of lease, other than a lease of 10 years or more (including, for greater certainty, the cumulative total of all options and rights to extend or renew the lease), if such disposition is to an agency or organization for an alternative community use, or is approved by the Minister.
- c. The Board will not transfer, lease or otherwise dispose of its interest in any Facility for which the Minister has filed an order under Section 101.2(1) of the *School Act* (the “Designation Order”), unless the Designation Order has been rescinded or written consent of the Minister is filed in the Land Title Office.

4. Procedures Regarding Dispositions in Fee Simple or by Lease Longer than 10 years

- a. When selling or transferring a Facility in fee simple or by way of lease of 10 years or more, the following procedures will be used:
 - i. Determination of Ownership
 1. Confirm the ownership of the Facility and that it was not acquired by Crown grant in trust for educational purposes.
 - ii. Considerations
 1. The Board will consider the disposition of each Facility on its own merit.
 2. The Board will not dispose of a Facility unless it has confirmed that the Facility will not be required for future educational purposes.
 3. Prior to disposing of a Facility the Board will consider whether the Facility may be disposed of for an alternate community use.
 4. In considering the disposal of a Facility, where the Facility is a school property, the Board may consider the consultations previously conducted by the Board and the conclusions previously reached by it in relation to a decision to permanently close that Facility.
 - iii. Consultation
 1. The Board will undertake broad public consultation in connection with the potential disposal of the Facility and seek input from the education community, general public, local government, community organizations, the Conseil Scolaire Francophone de la Colombie-Britannique, local independent school authorities and local First Nations.
 2. Prior to disposal of the Facility, the Board will consider:
 - a. Future enrolment growth in the District, including Kindergarten to Grade 12, adult programs, and early learning;
 - b. Alternative community use of surplus space in the Facility; and
 - c. Other community input.
 - iv. Disposal Process
 1. If the Board has decided to dispose of a Facility, the Board will offer the Facility for sale and/or lease (subject to Minister approval if not already received by the Board and subject to bylaw approval by the Board) through a competitive process.
 2. The Board shall seek to dispose of the Facility at not less than fair market value, unless the nature of the purchaser or the use to which the Facility will be put by the purchaser warrants other considerations.
 3. Acceptance or rejection of any offer for the acquisition of the Facility is subject to Board approval.
 - v. Request Minister Approval
 1. The Board will request approval from the Minister for the disposition of the Facility and will submit all required materials and information required by the Minister in relation to the Board's request for approval.

5. Procedures Regarding Dispositions by Lease Less than 10 years
 - a. The Board authorizes the Secretary Treasurer or designate, to enter into leases of Board property for periods less than 10 years, to an agency or organization for an alternate community use, or with approval of the Minister, subject to approval of the Board by bylaw.

6. Bylaws and Notification
 - a. Disposal Bylaw
 - i. The Board will only dispose of a Facility by bylaw which bylaw will include:
 1. Confirmation that the Board will not require the Facility for future educational purposes;
 2. The name and the facility number, if any; and
 3. The address and legal description.
 - ii. The Board will deliver a bylaw enacted to authorize the disposal of a Facility to the Minister without delay.
 - b. Notification
 - i. When the Board disposes of a Facility, the Board will, without delay, provide the Minister with written notification of:
 1. The disposition of the Facility; and
 2. The allocation of the proceeds between the Board and the Minister according to the Board's contribution and the Minister's contribution to the capital expenditure in accordance with Section 100(2) of the *School Act*.

References

Interpretation Act, R.S.B.C., 1996, c. 238.

School Act, R.S.B.C., 1996.

Approved: June 10, 2026

Policy 17 - Indemnification Bylaw

1. This Bylaw shall apply:
 - a. To individuals who are currently trustees, officers or employees of the Surrey School District No. 36 (the “District”); and
 - b. To former trustees, officers or employees of the District provided that the occurrence which gives rise to the claim for indemnification occurred while they were a trustee, officer or employee of the School District, and for the purposes of this Bylaw, the terms “trustees”, “officers” or “employees” includes such former persons.

2. The Board of Education of School District No. 36 (Surrey) (the “Board”) shall indemnify a trustee, an officer or an employee of the Board
 - a. Against a claim for damages against the trustee, officer or employee arising out of performance of his or her duties; or
 - b. Where an inquiry under the *Public Inquiry Act* or other proceeding involves the administration and conduct of the business of the Districtincluding in respect of legal costs incurred in the proceedings arising out of the claim, inquiry or other proceeding, provided those legal costs are incurred in accordance with the procedures in this Bylaw.

3. The Board may, by affirmative vote of a majority of not less than two-thirds of all its members, pay:
 - a. Any sum required to indemnify a trustee, an officer or an employee of the Board where a prosecution arises out of the performance of his or her duties with the Board; and
 - b. Costs necessarily incurred;but the Board shall not pay a fine imposed on a trustee, an officer or an employee as a result of their conviction.

4. The Board shall not seek indemnity against a trustee, an officer or an employee of the Board in respect of any conduct by the trustee, officer or employee that results in a claim for damages against the Board except
 - a. Where the claim for damages arises out of the gross negligence of the trustee, officer or employee; or
 - b. Where, in relation to the action that gave rise to a claim for damages against an officer or employee, the officer or employee wilfully acted contrary to:
 - i. The terms of his or her employment; or

- ii. An order of a superior.
5. The Board shall not indemnify a trustee, officer or employee for any matter for which insurance coverage is available to cover the liability of the trustee, officer or employee except, at the discretion of the Board or the Superintendent, where coverage limits have been exceeded.
6. The Board shall not indemnify a trustee, officer or employee for any matters or activities that occur outside the course and scope of the reasonable and proper performance of the responsibilities and duties of the trustee, officer or employee, acting in good faith.
7. The Board shall not indemnify a trustee, officer or employee against:
 - a. Liability and legal fees incurred as a result of an action or other proceeding taken by the Board against the trustee, officer or employee;
 - b. Liability and legal fees incurred as a result of an action or proceeding taken by the trustee, officer or employee against the Board or against a trustee, officer or employee;
 - c. Liability to pay a fine, penalty or order imposed as a result of a conviction for an offence;
 - d. Legal fees incurred in an appeal of any conviction, sentence, judgment or order, unless the Board, by an affirmative vote of a majority of its members, so agrees;
 - e. Legal fees incurred as a result of a prosecution where the trustee, officer or employee is convicted of an offence or obtains a conditional or absolute discharge;
 - f. Liability and legal fees incurred by a trustee where the Court determines that the trustee knowingly contravened the *School Act*;
 - g. Legal fees incurred by an officer or an employee in relation to the investigation of an allegation of professional misconduct or in relation to an investigation of an allegation of bullying, harassment, discrimination or other misconduct or malfeasance, unless either the Board, by an affirmative vote of a majority of its members, or the Superintendent, in their respective absolute discretions, determines otherwise;
 - h. Liability and legal fees incurred as a result of proceedings under the *Teachers Act* unless the Board, by an affirmative vote of a majority of its members, or the Superintendent, so agrees;
 - i. Liability and legal fees incurred as a result of dishonest, fraudulent, criminal, illegal, abusive or malicious acts on the part of the trustee, officer or employee;
 - j. Liability for aggravated, punitive or exemplary damages;
 - k. Liability and legal fees incurred by a trustee, officer or employee where the Court determines that the trustee, officer or employee knowingly permitted or authorized an expenditure not authorized by an enactment;
 - l. Liability incurred by a trustee as a result of any restitution ordered pursuant to section 63(1)(b) of the *School Act*;

- m. Those matters for which the Board may seek indemnity from a trustee, officer or employee pursuant to its authority under section 95(3) of the *School Act*.
8. Where this Bylaw applies, or where a trustee, officer or employee seeks indemnity under this Bylaw, the Board may retain legal counsel to represent the trustee, officer or employee and such legal counsel shall be paid for, instructed and directed by the Board. Such counsel may also represent the Board in the same claim, inquiry or proceeding, including in a dispute arising out of or related to a collective agreement.
If the Board retains or provides counsel, it shall have no further obligation to indemnify a trustee, officer or employee for any legal fees or costs.
The Superintendent, or the Board by an affirmative vote of not less than two-thirds of all its members, may permit a trustee, officer or employee to retain such legal counsel as the trustee, officer or employee may choose, where the Board or Superintendent considers it appropriate for the trustee, officer or employee to obtain independent legal counsel, in which case the Board or Superintendent may do one or all of the following:
- a. Approve in advance any agreement for legal fees and costs;
 - b. Set a maximum for legal fees and costs that will be paid under the indemnity;
 - c. Direct the defence and to settle or compromise the claim or action;
 - d. Tax or assess the account of the legal counsel; and the trustee, officer or employee agrees to include such a term in the agreement with his or her counsel; and
 - e. Determine whether or not the trustee, officer or employee will be reimbursed by the Board for legal fees or costs or for any portion of the legal fees or costs that have been paid by the trustee, officer or employee prior to the approval of the Board or Superintendent as the case may be.
9. Any amount that may be payable by the Board as an indemnity under this Bylaw shall be reduced by any court or other costs recovered by the trustee, officer or employee in respect of the claim, inquiry or other proceeding in which indemnity is sought.
10. The Board may advance an amount for legal costs to the trustee, officer or employee prior to the final resolution of a claim or action or determination of the applicability of this Bylaw. When the Board advances such costs to a trustee, officer or employee, the trustee, officer or employee shall provide written authorization for the Board to deduct an amount equivalent to the costs advanced from future funds payable to the trustee, officer or employee by the Board. The authorization shall only be used by the Board if it is determined at a later date that the trustee, officer or employee is not entitled to be indemnified pursuant to the terms of this Bylaw.
11. The Board may enter into individual indemnity agreements with its officers and employees not inconsistent with this Bylaw and the provisions of the *School Act*.

Resources

School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026



Policy 18 – Naming School Facilities

Background

The Board of Education of School District No. 36 (Surrey) (the “Board”) recognizes that the naming of school facilities provides a unique opportunity to contribute to the identity of the Surrey School District No. 36 (the “District”) and community in a way that aligns with the Board’s foundational statements and guiding principles.

Definitions

“Naming Committee” is an ad-hoc committee formed to assume responsibility for recommending the names of new and renaming of existing school facilities to the Board.

“School Facilities” refers to District owned schools, theatres, laboratories, libraries, centers and facilities.

Procedures

1. The process of naming a new school facility will begin following approval of the new facility by the Ministry of Education and Child Care.
2. The Naming Committee will be comprised of two trustees, and the Superintendent or designate(s).
3. Existing school facilities may be considered for renaming in the following exceptional circumstances:
 - a. The school facility undergoes a substantial change of use;
 - b. The school facility is approved and funded for full replacement by the Ministry of Education and Child Care; and
 - c. Any other reasons the Board deems it necessary or appropriate.

Approved: June 10, 2026



Policy 19 – Accumulated Operating Surplus

The Board of Education of School District No. 36 (Surrey) (the “Board”) is responsible for ensuring the long-term financial stability of the Surrey School District No. 36 (the “District”) and the responsible stewardship of public resources.

An accumulated operating surplus provides financial protection against unforeseen circumstances, supports responsible multi-year planning, and enables the District to address emerging operational and educational priorities.

The purpose of this policy is to provide clear, transparent guidance on the accumulation of surplus funds, how they are allocated for future spending and reporting requirements.

1. Authority
 - a. The Board of Education will approve all appropriations of surplus and local capital funds. This may be done as part of the annual budget process, financial statement approval or as required throughout the year.
 - b. The Secretary-Treasurer has responsibility for the implementation, management and reporting of the accumulated operating surplus as approved by the Board.
2. Accumulated Operating Surplus
 - a. An operating surplus means the Board has financial resources that can be used to provide services beyond the current year. A board achieves an operating surplus when its annual revenue exceeds annual expenses.
 - b. These resources are designed to help plan for extraordinary future expenditures and protect the district from unforeseen financial and operating events or circumstances to avoid affecting services to students. These resources are an important factor in determining the overall financial health of the District.
3. Structure of the Accumulated Operating Surplus

Accumulated operating surplus may include the following components:

 - a. Internally Restricted Operating Surplus
 - i. Boards can set aside a certain portion of operating surplus for items that are linked to the strategic plan and future operational needs. When funds are restricted for use in future years, the Board must ensure that the restrictions are made for defined operational needs with reasonable timelines.

- ii. Appropriations of surplus funds require Board approval and may be made as part of the annual budget process, through approval of the annual financial statements or as required throughout the year.
- iii. There are 3 categories of internally restricted surplus:
 - a. Restricted due to constraints on funds - This represents unspent funds that were provided for specific or targeted purposes by external sources.
 - b. For Planned Future operation spanning multiple years - This is for situations where operating surplus funds need to be carried over to future years for operating purposes beyond the current year. This includes school budget carry overs, operating budget projects in progress and future years' budget requirements.
 - c. For anticipated future requirements - This is for identified non-recurring or one-time projects or initiatives that cannot be reasonably funded within a current year.

b. Unrestricted Operating Surplus (Contingency)

- i. The Board is responsible for the financial stability and sustainability of the district and will maintain an unrestricted operating surplus (contingency) to address unforeseen events, emergent financial pressures, or revenue shortfalls.
- ii. The Board shall maintain an unrestricted operating surplus within a range of not less than 1% and not more than 3% of operating revenues, to mitigate potential financial risks and support prudent financial management.
- iii. Recognizing that any use of unrestricted operating surplus represents a one-time use of funding, the Board will incorporate into its future budget planning processes, strategies to ensure the unrestricted operating surplus remains within the range set out in subsection ii.

4. Local Capital Reserve

- a. The Board may maintain funds for future capital expenditures not specifically funded by the Ministry of Education and Child Care. These funds should be sufficient to cover the requirements for specifically identified capital expenditures for the following three years.
- b. Local capital typically funds capital expenditures for building improvements, infrastructure upgrades, equipment and vehicle replacement or major/minor facility repairs.

5. Interfund Transfers

- a. Interfund transfers are funds transferred from one fund to another (e.g., between Operating Fund and Capital Fund). Interfund transfers require Board approval.

Approved: June 10, 2026



Policy 20 – District Programs of Choice

Background

The Surrey School District No. 36 (the “District”) Programs of Choice are intended to provide diverse educational opportunities that respond to student interests and learning needs, while ensuring equitable access, fiscal responsibility, and alignment with the foundational statements of the Board of Education of School District No. 36 (Surrey) (the “Board”).

Procedures

1. Criteria for Establishment of a Program of Choice

- a. The Board may consider the establishment of a Program of Choice provided the following criteria are satisfied:
 - i. The Program of Choice shall comply with the *School Act*, *School Regulation*, applicable Ministry of Education and Child Care guidelines or policies, and Board policies and administrative procedures;
 - ii. The Program of Choice shall have a clearly articulated educational rationale;
 - iii. The Program of Choice shall conform to collective agreements;
 - iv. The Program of Choice shall not adversely affect the operational requirements of the District;
 - v. Admission to the Program of Choice shall be open to students residing within the District, and where student selection is required due to program design or capacity constraints, the admission process shall be fair, transparent, and clearly articulated;
 - vi. The Program of Choice shall be accessible to students regardless of financial means;
 - vii. Programs of Choice shall be offered only in space surplus to the needs of the neighborhood school program; and
 - viii. Transportation is not provided for Programs of Choice.

2. Preliminary Assessment Required

- a. Where a Program of Choice is under consideration, the District shall undertake a comprehensive preliminary assessment to evaluate the long-term viability of the proposed program, which may include, without limitation, consideration of the following factors:
 - i. The ability of the Program of Choice to fulfill a recognized educational need separate from existing programs and services;
 - ii. The ability of the Program of Choice to sustain minimum enrolment levels;

- iii. The availability of facilities and staffing;
- iv. The impact of the Program of Choice on other programs in the District;
- v. The potential impact of the Program of Choice on the District's future capital funding; and
- vi. A financial assessment addressing the availability of supporting grants and operating funds, and the short and long-term financial impact of the Program of Choice on the District.

3. Implementation

- a. The Superintendent or designate shall be responsible for implementing the Program of Choice.

4. Evaluation of a Program of Choice

- a. At the time a Program of Choice is implemented, the Superintendent shall ensure that an appropriate evaluation framework is established.
- b. All Programs of Choice shall be subject to a periodic evaluation, and evaluation reports shall be submitted to the Board for review.

References

School Act, R.S.B.C., 1996, c. 412.

School Regulation, B.C. Reg. 265/998.

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