BOARD OPERATIONS

The board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the district, the board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The board has adopted policies so the business of the board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with *Robert's Rules of Order*.

The board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, board meetings will be open to the public. Towards this end, the board believes its affairs must be conducted in public to the greatest extent possible.

There are times when BC FOIPPA legislation requires or when the board determines that public interest is best served by private discussion of specific issues in "in-camera" sessions.

In order to carry out its responsibilities effectively, the board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the board as a corporate body shall be done, may be designated as Inaugural, regular, or special meetings, or in-camera.

The board has adopted specific policy governing board operation and the conduct of its formal meetings.

1. **Board Composition and Elections**

   1.1 The Board of Education for the school district is comprised of a total of seven (7) trustees selected from the following trustee electoral areas:

      1.1.1 Two (2) trustees from Trustee Electoral Area 1, being the Corporation of the City of Courtenay;

      1.1.2 One (1) trustee from Trustee Electoral Area 2, being the Town of Comox;

      1.1.3 One (1) trustee from Trustee Electoral Area 3, being the Corporation of the Village of Cumberland

      1.1.4 One (1) trustee from Area 4 – Electoral Area A, being from the Comox Valley Regional District.

      1.1.5 One (1) trustee from Area 5 – Electoral Area B, being from the Comox Valley Regional District

1.1.6 One (1) trustee from Area 6 – Electoral Area C, being from the Comox Valley Regional District

2. **Inaugural Meetings**

2.1 After the general local election of trustees in the school district, the secretary treasurer must convene a first meeting of the board within thirty (30) days from the date that the new board begins its term of office. The first order of business shall be to elect a chairperson and vice-chair of the board.

2.2 The chair of the inaugural meeting shall be the secretary treasurer until such time as the board chair has been elected.

2.3 The secretary treasurer shall announce the results of trustee elections.

2.4 The secretary treasurer shall administer the two (2) oaths of office; the Declaration by Trustee and the Oath of Confidentiality before taking their seats on the board.

2.5 The secretary treasurer shall call for nominations for board chair (seconding is not required) and conduct a vote by secret ballot in which that person receiving a clear majority cast shall be elected board chair for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a third ballot a tie shall occur the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote. If a tie still occurs after the fourth vote the decision shall be made by lot.

2.6 The chair so elected shall assume the chair for the remainder of the meeting.

2.7 The board shall proceed to elect a vice-chair, BC School Trustees Association representative and alternate, and a BC Public School Employers' Association representative and alternate, in the same manner as the election of the chair.

2.8 Following the elections, the order of business shall be:

2.8.1 Passage of banking resolutions and appointment of signing officers. These appointments may be amended at a regular board meeting as required.

3. **Annual Election of Officers of the Board**

3.1 In years when inaugural meetings are not necessary, the board shall meet at a time, place and location as determined by the board to elect the officers of the board. This will normally be done annually; however, the *School Act* allows an election at any time.

3.2 The chair of the meeting shall be the secretary treasurer until such time as the board chair has been elected.

3.3 The secretary treasurer shall call for nominations for board chair (seconding is not required) and conduct a vote by secret ballot in which that person receiving a clear majority cast shall be elected board chair for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a third ballot a tie shall occur the board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.

3.4 The chair so elected shall assume the chair for the remainder of the meeting.

3.5 The board shall proceed to elect a vice-chair.

4. **Regular Public Meetings**

4.1 Prior to the end of each school year, the board shall establish a schedule of regular public meetings of the board for the ensuing school year. A regular meeting shall be held at least once per month. Additional meetings shall be held as the board may decide.

4.2 A quorum of the board for a regular meeting shall be a majority of the trustees holding office at the time of the meeting.

4.3 At the appointed time for commencement of a meeting, the chair shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half (1/2) hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this policy.

4.4 If, prior to the meeting, the chair and/or the secretary treasurer have received information suggesting there will not be a quorum, the meeting may be cancelled, and attempts will be made to contact all trustees.

4.5 Trustees may be allowed to participate in or attend a meeting of the board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.

4.6 If a trustee participates in or attends a meeting of the board by telephone or other means of communication (as provided above), the trustee is to be counted for the purposes of determining a quorum and voting.

4.7 The agenda will be set by the Agenda Setting Meeting, which consists of the board chair, vice-chair, superintendent and secretary treasurer, no later than the Monday of the week prior to the public meeting. Items for the agenda are to be submitted to the office of the secretary treasurer by 4:00 p.m. on the Tuesday of the week prior to the board meeting.

4.8 Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by him or her, or via email. Non-receipt by a trustee shall not void the proceedings.

4.9 The agenda will include the following items:

4.9.1 Minutes of the previous regular meeting

4.9.2 Summary of closed/in-camera meetings
4.9.3 Minutes of any special meetings held since the previous Regular meeting;
4.9.4 Board Committee and Committee of the Whole reports;
4.9.5 Briefing notes for any items requiring a decision;
4.9.6 Copies of information items;
4.9.7 Notice or items of new business to be considered;
4.9.6 Copies of board correspondence to be considered.

4.10 The Order of Business at all regular board meetings, unless varied by motion, shall be as follows:

4.10.1 Call to Order
4.10.2 Welcome and Acknowledgement of Traditional Territory
4.10.3 Agenda – Changes/Additions
4.10.4 Adoption of Agenda
4.10.5 Adoption of Minutes/Reports of Prior Meetings
4.10.6 Report on Closed/In-Camera Meetings
4.10.7 Presentation/Delegation
4.10.8 Announcements
4.10.8.1 Board Chair
4.10.8.2 Superintendent
4.10.9 Standing Committee Reports
4.10.10 Decision items
4.10.11 Information items
4.10.12 Board Business
4.10.13 Correspondence
4.10.14 Public Question Period
4.10.15 Adjournment

4.11 A change to the prescribed order of business may be proposed by any trustee and shall require majority consent, without debate.

4.12 New business shall not be considered at any regular meeting unless it arises directly out of correspondence, reports, or other matters arising during the regular order of business, provided that the members present at any regular meeting of the board may, by unanimous resolution, waive the giving of notice. New business may only be introduced by a member as provided herein through a *Notice of Motion*.

4.13 Referral to a committee of any matter arising during the course of any regular meeting may be made upon resolution of the meeting.

4.14 Minutes shall be kept by the Secretary of the board of all proceedings of the board, with the minutes to be concise and to record decisions, but not the contents of speeches.

4.15 All meetings shall stand adjourned at 9:00 p.m. or two (2) hours after their commencement, whichever comes first. Meetings maybe extended to 9:30 pm or an additional 30 mins by a majority vote by those present in favour of the extension. Meetings may continue past 9:30 pm or the 30 mins extension provided that all the members present at the meeting unanimously resolved continuation. No meeting shall continue past 11:00 pm.

4.16 All regular public meetings of the board shall be open to the public and to the media and no person shall be excluded except for improper conduct.

4.17 The presiding officer may expel and exclude from a board meeting, any person whom they consider has been guilty of improper conduct.

4.18 If, in the opinion of the board, the public interest so requires, the board may order a meeting or part thereof to be closed (in-camera) to the public to discuss topics pertinent to that meeting and may exclude persons other than trustees and officers.

4.19 Fifteen (15) minutes will be set aside on each regular Board Meeting Agenda to give members of the public an opportunity to ask questions to the board.

4.19.1 The primary purpose of the "Public Question Period" is to ask questions about items on the current agenda. The Question Period is not a platform for presentations or personal statements

4.19.2 The chairperson may refer the question to executive officers or fellow trustees. Whenever possible, the questions relating to the current agenda will be answered immediately. All other questions will be referred to staff for a response at a later date.

4.20 A review of board operations, procedures and policies will be conducted at a time and place to be determined by the board.

5. **Public Participation**

Preamble:
The board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations either by individuals or by a group, through formal question/comment periods in regular board meetings or in the form of written communications. Such opportunities shall not be used to address matters which must be dealt with in Closed (in-camera) meetings as noted elsewhere in this policy. For example, individual student matters must not be dealt with in a public setting. In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities noted below are not to be used to deal with such matters. The board respects and honors employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes.

5.1 Delegations
The following guidelines will govern groups or individuals wishing to appear or present to the Board of Education.

5.1.1 A delegation is a group or individual requesting permission to appear before the board to make a presentation or to speak on a matter relating to the business of the board. Requests to appear as a delegation or to present to the Board must be submitted in writing fourteen (14) calendar days prior to a scheduled meeting. The request must outline the purpose of the delegation and the nature of the presentation.

5.1.2 After receiving a written request to appear before the Board, the Board Chair, in consultation with the Superintendent, and the Secretary Treasurer shall determine whether the request will be granted.

5.1.3 After permission to appear and or present to the Board has been granted, the Board chair in consultation with the Superintendent and Secretary Treasurer will determine the best venue for the presentation (Committee of the Whole, Public Board meeting or Special Board Meeting). The Individual or delegation will be notified of the decision 7 days prior to the scheduled date.

5.1.4 Normally, a delegation representing a group previously heard on a topic will not be heard a second time unless the delegation presents, in advance, material or information not previously considered that is germane to any decision. A motion of the board to hear the delegation a second time must be passed by having a majority of all its members cast an affirmative vote.

5.1.5 Speakers and or presentations shall be allotted fifteen (15) minutes. An additional 5 minutes may be allotted for a brief Trustee question period.

5.1.6 Any written material to be provided to trustees in conjunction with a Delegation or presentation must be made available to the school board office by the five (5) calendar days preceding the meeting. Fifteen (15) copies are required. If the material provided must be returned following the meeting, this must be specified at the time it is provided.

5.1.7 Decisions or responses on any requests made by a delegation or through a presentation are not normally made at the meeting at which the individual(s) is/are heard. However, if the board believes the matter is of an urgent nature, it may consider the matter during the new business portion of the meeting and provide a response at that time.

6. **Special Meetings**

1.1 A special meeting of the board may be called by the chair, or upon written request by a majority of the trustees, shall be called by the secretary treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

1.2 Written notice of a special meeting and an agenda shall be given to each trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by resolution, provided all reasonable steps have been taken to notify all trustees of the meeting.

2. **Closed (In-Camera) Meetings**

7.1 The board may convene a meeting without the public, or without the public and staff present, at which matters of a confidential nature shall be discussed. No trustee shall disclose to the public, the proceedings of a closed (in-camera) meeting unless a resolution has been passed at the closed meeting to allow disclosure.

7.2 Closed (In-Camera) meetings can occur in both a regular meeting and committee of the whole format

7.3 Minutes of a closed (in-camera) meeting shall be kept in the same manner as a regular meeting but shall be approved only by the board in a closed (in-camera) meeting and shall not be filed with the minutes of the regular meetings.

7.4 A general summary of matters discussed, and the nature of decisions made at in-camera meetings shall be prepared following each meeting and, after approval of the in-camera meeting minutes, this statement will be attached to the agenda of the regular meeting immediately following.

7.5 Unless otherwise determined by the board, the following matters shall be considered in a closed (in-camera) meeting:

7.5.1 Student disciplinary cases;

7.5.2 Information regarding appointment, employment or dismissal of an employee;

7.5.3 Matters of collective negotiations with employees;

7.5.4 Matters related to the purchase or sale of land;

7.5.5 Matters of a personal nature that are subject to the Freedom of Information and Protection of Privacy Act;

7.5.6 Such other matters where the board decides that the public interest so requires.

Notwithstanding any rule limiting reconsiderations of the agenda, a trustee may make a motion to move a matter from the agenda of a closed (in-camera) meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable, and requires a simple majority in order for the matter to be considered in a closed (in-camera) meeting.

8. Presiding Officers

8.1 If the chair is absent, or unable to act, the vice-chair shall preside at meetings of the board. If the vice-chair is absent or unable to act, the members shall elect one (1) of their number to preside at the meeting.

8.2 The chair may vacate the chair in order to enter debate or propose or second a motion, in which case the vice-chair, if present or another member appointed by the chair shall preside until the issue is disposed of (which seldom should be done).

8.3 In the event that neither the chairperson nor the vice-chairperson are able or willing to take the chair, the presiding officer shall be such person as the board may elect for that meeting.

8.4 The chair shall rule on all points of order and shall state their reasons and the authority for ruling when making a ruling. The chair's ruling shall be subject to appeal to the board. An appeal may only be requested immediately after a ruling and before resumption of business.

8.5 In discussing matters with a delegation, the chair of the board shall act as spokesperson.

9. **Rules of Order**

9.1 The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the *School Act* or in this Policy Handbook. Where there is an inconsistency between the *School Act* and this Policy Handbook, the *School Act* shall apply.

9.2 The board may adopt a procedural rule for one (1) meeting by resolution approved by majority vote of the trustees present at the meeting.

9.3 A rule other than the requirement for notice of meetings may be suspended for one (1) meeting by unanimous consent of the trustees' present.

9.4 This policy may be amended by resolution of at least majority vote of the entire board approving the amendment. Notice of intention to propose the amendment must be given at the previous meeting and Trustees must be given at least forty-eight (48) hours' notice.

9.5 The presiding officer's ruling on a point of order shall be based on rules of order as stated in s9.1.

9.6 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees' present. The challenger and the presiding officer have the right to state briefly the reason for their positions. When an appeal is successful it does not necessarily set a precedent.

9.7 A copy of the Board Policy Handbook shall be available for inspection at all reasonable times by any person.

10.0 **Bylaw**

10.1 The board shall not give a bylaw more than two (2) readings at anyone (1) meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw three (3) readings at that meeting. The follow matters shall be dealt with only by bylaw:

10.1.1 Adoption of the budget;
10.1.2 A capital bylaw;
10.1.3 The acquisition or disposal of property;
10.1.4 Amendments to bylaws;
10.1.5 Where required by the *School Act*.

10.2 Written notice of intention to propose a bylaw shall be given in the notice of the meeting where the bylaw is to be proposed.

10.3 Every bylaw shall be dealt with in the following stages:

10.3.1 First reading – no debate or amendment;
10.3.2 Second reading - discussion of the principle of the bylaw;
10.3.3 Third reading – consideration of amendments and final decision.

10.4 The secretary treasurer shall certify on a copy of each bylaw, the readings and the times thereof and the context of any amendment passed.

10.5 A proposed bylaw or amendment may be withdrawn at any stage with unanimous consent of the board.

6. **Motions**

11.1 Unless expressly required to be exercised by bylaw, all powers of the board shall be exercised by resolution (motion).

11.2 A motion, when introduced, brings business before the meeting for possible action. A motion shall be worded in a concise, unambiguous and complete form and, if lengthy or complex, shall be submitted in writing.

11.3 The presiding officer may divide a motion containing more than one (1) subject and it shall be voted on in the form in which it is divided.

11.4 All motions shall be seconded.

11.5 All motions are debatable except the following:

11.5.1 Motion to call the question;

11.5.2 Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;

11.5.3 Motion to fix time for adjournment of a meeting;

11.5.4 Motion to proceed to the next business;

11.5.5 Motion to go into closed (in-camera) session.

11.6 An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once; however, there can only be one (1) amendment on the floor at a time and it shall be dealt with before another amendment is presented, or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.

11.7 All motions shall be subject to amendment except the following:

11.7.1 Motion that the question be now put;

11.7.2 Motion for adjournment of debate or adjournment of a meeting;

11.7.3 Motion to table unless such a motion contains a date for further consideration of the matter tabled;

11.7.4 Motion to refer to committee;

11.7.5 Motion to proceed to next business.

12. **Reconsideration and Rescind**

12.1 A motion that has been defeated at a previous meeting can be moved again at a subsequent meeting only if the mover had previously voted on the prevailing side.

12.2 Motions to rescind a motion previously adopted can be considered only if notice has been given at a previous meeting or in the call for the present meeting and if no action has been taken which it is too late to undo. Such motions are debatable. There is no time limit for these motions, and they can be moved by any member. A majority vote is required for approval.

7. **Debate**

13.1 Debate shall be strictly relevant to the motion before the meeting and no trustee shall speak for more than five (5) minutes at one time. The presiding officer shall warn speakers who violate this rule or who persist in tedious or repetitious debate.

13.2 Speakers shall be recognized by the chair and shall address all remarks to the chair.

13.3 Each trustee has the right to speak twice on the same question on the same day but cannot make a second speech if any trustee who has not spoken on that question desired to speak.

13.4 A point of privilege (a matter dealing with the rights or interests of the board as a whole or of a trustee personally), may be raised at any time and shall be dealt with forthwith before resumption of business.

13.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege, or to disclose a conflict of interest.

14. **Voting**

1.1 All trustees present at a meeting must vote on each issue unless they are in a conflict of interest or abstain.

1.2 If a trustee has a conflict of interest, they must abstain from voting and the quorum will not be affected.

1.3 Any declared conflicts of interest shall be recorded.

1.4 Voting shall be by show of hands unless otherwise provided in board policy.

1.5 All questions shall be decided by a majority of the votes of the trustees present and voting, save as otherwise provided for in Board Policy Handbook or the *School Act*.

2. **Minutes**

The board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

15.1 The minutes shall record:

2.1.1 Date, time and place of meeting;
2.1.2 Type of meeting (inaugural, regular or special);
2.1.3 Name of presiding officer;
2.1.4 Names of those trustees and administration in attendance;
2.1.5 Approval of preceding minutes;
2.1.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the board through resolution;
2.1.7 Points of order;
2.1.8 Appointments;
2.1.9 Recommended motions proposed by committees; and,
2.1.10 Trustee declaration pursuant to Section 56, 57 or 58 of the School Act.

2.2 The minutes shall:

2.2.1 Be prepared as directed by the superintendent;

2.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the; and

2.2.3 Upon adoption by the board, be deemed to be the official and sole record of the board’s business.

2.3 The superintendent shall ensure that, upon acceptance by the board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the district are affixed to the concluding page of the minutes.

2.4 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the board directs the superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all board meetings.

2.5 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The superintendent is responsible to post the approved minutes.

2.6 Upon adoption by the board, the minutes of meetings other than Closed (in-camera) meetings shall be open to public scrutiny.

3. **Correspondence**

1.1 Correspondence is at times sent to the board and at other times to individualal trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate board. Where correspondence is addressed to the board or its contents are more appropriately addressed by the corporate board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure board correspondence is acknowledged in a timely fashion, the corporate board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

1.1.1 Where non-routine correspondence is received that appears to require a formal board response, that correspondence shall be placed on the agenda of the next regular board meeting.

1.1.2 Where non-routine correspondence is received that does not appear to require a formal board response, that correspondence, together with any response issued by the superintendent, shall be circulated to the trustees.

1.1.3 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate board matter, the correspondence will be directed to the chair who will acknowledge the correspondence, and act in accordance with 16.1.1 or 16.1.2 above.

2. **Audio/Video Recording Devices**

2.1 The board requires that anyone wanting to use recording devices at a public board meeting must obtain prior approval of the board chair. This shall be communicated by the board chair at the beginning of the Regular or Special Meeting.

3. **Trustee Participation in Meetings through Electronic Means**

A Trustee may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

3.1 Trustees participating in a meeting of the board by electronic means or other communication facilities are deemed to be present at the meeting.

3.2 The chair of the board may refuse to allow a Trustee to participate in a meeting by electronic means or other communication facilities where the required electronic equipment is not available or where Special meetings are held in private and or for the purpose of hearing appeals or conducting hearings related to employee matters, or any board matters which attract the principles of natural justice.

3.3 Notwithstanding the requirements of these procedures, a Trustee cannot attend more than three (3) consecutive Regular meetings of the board electronically without being authorized by resolution of the board to do so.

3.4 Trustees who connect to a meeting of the board by video conference, teleconference or other means of electronic transmission will be considered in attendance at the meeting and form part of the quorum.

4. **Trustee Remuneration**

4.1 *Recommendation*

4.1.1 Effective July 1, 2023, the following Trustee Remunerations will be in effect:

a) Chair $24,749

b) Vice-Chair $22,861

c) $21,523

4.1.2 Annual adjustments of trustee remuneration shall be made July 1 of each year, based on the BC Consumer Price Index (All Items) for the May-to-May comparison.

5. **Trustee Expense Reimbursement**

Trustees shall use the prescribed trustee expense form when submitting expenses. This to be submitted to the secretary treasurer, board chair/vice chair for approval.

5.1 Reimbursement of expense rates for trustees shall be the same as provided to staff. Such expense rates shall be reviewed and if necessary, adjusted annually as part of the budget setting process.

5.2 Expense reimbursements for trustees representing the board on official business shall be handled as follows:

5.2.1 Transportation

5.2.1.1 The board will pay the following:

(a) **Fares**: All out-of-pocket transportation costs, with air fare being “economy class” where available.

(b) **Taxis or bus**: Out-of-pocket expenses for taxis or bus to/from airport, hotel, train, etc.

(c) **Kilometrage**: The maximum amount claimable at current provincial government rates, plus parking costs necessarily incurred.

(d) **Ferries**: Car and passenger fares at cost.

Although it is practical to travel by air, trustees or approved employee out of district travel may travel by personal vehicle, provided vehicle kilometrage and incidentally related costs do not exceed economy air fare and associated ground transportation expenses.

5.2.2 Meals

5.2.2.1 Each trustee will be reimbursed a per diem pursuant to the provincial government policy for Group 3 employees (refer to section 7 below).

5.2.2.2 This per diem includes gratuities and all other expenses such as dry cleaning, portage, and personal telephone calls.

5.2.3 Accommodation

5.2.3.1 The board will reimburse each trustee for the actual cost of reasonable hotel accommodation. Where private accommodation is used, the current provincial rate in lieu of commercial accommodation amount $25.00 per day may be claimed.

5.2.4 Registration

5.2.4.1 The board will pay the travelling trustee any associated registration fees.

5.2.5 Additional Allowances

5.2.5.1 In any case not provided for in this regulation, the board may

approve by resolution the payment of a special allowance for a special cause.

5.2.6 Form of Claim

5.2.6.1 Claims for reimbursement of expenses shall be made on the approved Travel & Expense Warrant—Trustees (Form 653), with receipts attached for other than kilometrage, per diem, and private accommodation.

5.2.7 BC Provincial Government Travel Allowance

5.2.7.1 http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-andbenefits/work-related-expenses-allowances/travel_allowances.pdf

6. **Trustee Development Form**

Trustees shall use the prescribed trustee development form, to be submitted to the secretary treasurer and or board chair/vice-chair for approval.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 *School Act*
Financial Disclosure Act
Income Tax Act

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