



## **BOARD POLICY HANDBOOK**

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# **Yellowknife Education District No. 1**

**Revised:  
September 11, 2018**

**Updated:  
November 3, 2021**

This Board Policy Handbook supports the very important governance function of the Board. It shall define the role of the Board, the role of the superintendent and the delegation of authority from the Board to the superintendent. Policies will also include the following:

1. Foundational statements which provide guidance and direction for all activities within the District;
2. Directions for how the Board, its committees and representatives function and how individual Trustees are to conduct themselves;
3. Statements as to how appeals and hearings will be conducted and;
4. Specific matters that the Board has chosen not to delegate to the superintendent.

This Board Policy Handbook shall be supplemented by an Administrative Procedures Manual, the primary written document by which the superintendent directs staff. The Administrative Procedures Manual must be entirely consistent with this handbook.

The development of two separate and distinct documents is meant to reinforce the distinction between the Board's responsibility to govern and the superintendent's executive or administrative duties.

# TABLE OF CONTENTS

	<b>Page</b>
Interpretation and Definition	1
Policy 1 – Board Mandate, Beliefs and Goals	2
Policy 2 – Role of the Board	4
Policy 3 – Role of the Trustee	7
Policy 4 – Trustee Code of Conduct	9
Policy 5 – Board By-Laws	15
Policy 6 – Role of the Board Chairperson	24
Policy 7 – Role of the Board Vice-Chairperson	26
Policy 8 – Committees of the Board	27
Policy 9 – Board Delegation of Authority	40
Policy 10 – Role of the Superintendent	41
Policy 11 – Recruitment, Selection and Recognition of Personnel	43
Policy 12 – Hearings on Teacher Matters	45
Policy 13 – Teaching Staff Reductions	46
Policy 14 – Student Discipline	48
Policy 15 – Appeals and Hearings Regarding Student Matters	50
Policy 16 – Parent Advisory Councils	53
Policy 17 – Return to Work Program	55
Policy 18 – Health & Safety	57
Policy 19 – Nutrition in Schools	58
Policy 20 – Bullying Prevention & Intervention	60
Policy 21 – Duty to Report Policy	63
Policy 22 – Harassment Prevention & Resolution Policy	65

## INTERPRETATION AND DEFINITION

In this policy handbook and other documents governed by it,

“Board” shall mean the Yellowknife District No. 1 Education Authority;

“Board of Trustees” shall mean the governing elected body of the Yellowknife District No. 1 Education Authority;

“District” shall mean the Yellowknife Education District No. 1;

“GNWT” shall mean the Government of the Northwest Territories;

“ECE” shall mean the Department of Education, Culture and Employment;

“Minister” shall mean the Minister of Education, Culture and Employment;

“parent” shall also mean guardian unless otherwise noted;

“school day” shall mean a day when school is in session in the District;

“Trustee” shall mean an elected member of the Yellowknife District No. 1 Education Authority;

“Administrative Manual” shall mean the document developed and implemented by District administration.

All other terms shall have the meaning attributed to them in the Education Act, Regulations of the Government of the Northwest Territories and Board documents.

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March 14, 2017**

## Policy 1

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### **BOARD MANDATE, BELIEFS AND GOALS**

The mandate of the Board of Trustees of the Yellowknife Education District No. 1 is to provide a system of education to all students in accordance with the legislation of the Government of the Northwest Territories and the needs of the students and community.

The Board has adopted the following mission statement and motto in order to identify its purpose and guide its activities:

Our mission: Yellowknife Education District No. 1, in partnership with family and community, will provide all students with the education required for a life of learning.

Our motto: Educating for Life!

The Board of Trustees believes that:

- Education is the holistic process of imparting or acquiring knowledge, developing skills, values, reasoning and judgment, and preparing an individual for a life of learning.
- Schooling refers to the learning activities planned and conducted by the School District during the period of a child's attendance at school.
- There is a very close relationship between schooling and education. Learning, which occurs in school, influences and is influenced by what is learned outside of school.
- Every student can learn and experience success in preparation for life.
- Schooling challenges students to excel.
- A cooperative, collaborative, and caring environment enhances student learning.
- Students, parents, staff, Trustees and the community share in the responsibility of ensuring quality education.
- Education provides students with tools to meet the challenges of the future.
- Schooling assists the student in becoming a responsible member of society.
- Every student has a right to schooling that recognizes and is sensitive to his/her needs, interests, and abilities.
- Every student will be a productive and cooperative member of the school community.

- Schooling will incorporate learning opportunities available in the community.

### **Goals of Education**

The Board recognizes that the achievement of the broader goals of education must be viewed as a shared responsibility of the home and community. Our schools will develop:

- Intellectual curiosity and a desire for a life of learning.
- The ability to get along with people of diverse backgrounds, beliefs and lifestyles.
- A sense of community responsibility and inclusiveness, which embraces respect for law and authority, public and private property, and the rights of others.
- A sense of commitment to contributing to the betterment of their community.
- Self-discipline, self-understanding and a positive self-concept through realistic appraisal of one's capabilities and limitations.
- An appreciation for tradition and the ability to understand and respond to change as it occurs in personal life and society.
- Skills for effective utilization of financial resources and leisure time and for constructive involvement in community endeavors.
- An appreciation for the role of the family in society.
- An interest in cultural and recreational pursuits.
- A commitment to the careful use of natural resources and to the preservation and improvement of the physical environment.
- A sense of purpose in life and ethical or spiritual values which respect the worth of the individual, justice, fair play and fundamental rights, responsibilities and freedoms.

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## Policy 2

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### ROLE OF THE BOARD

As the corporate body elected by the voters that support the Yellowknife District No. 1 Education Authority, the Board is responsible for the development of strategic directions and policies to guide the provision of educational services to students in the District, in keeping with the requirements of government.

GNWT legislation defines what school Boards must and may do. In addition, legislation allows Boards to delegate almost all of these duties. Core governance functions include those listed below.

#### Specific Areas of Responsibility

##### 1. Accountability to the GNWT

The Board shall:

- Act in accordance with all statutory requirements in order to implement territorial educational standards and policies.

##### 2. Accountability to the Community

The Board shall:

- Make data-driven decisions that reflect the interests of the community.
- Establish processes and provide opportunities for community input.
- Report District results to the community at least annually. Develop and abide by Board policy.
- Model a culture of respect and integrity.

##### 3. Three-Year Strategic Plan

The Board shall:

- Provide overall direction for the District by establishing strategic directions.
- Review the three-year strategic plan process and timelines at least annually.
- Identify Board priorities at the outset of the three-year strategic planning process.
- Evaluate annually the effectiveness of the District in achieving the established goals and desired results.
- Monitor progress toward the achievement of student outcomes and other desired results.

#### **4. Policy**

The Board shall:

- Establish committees to assist in the governance of the District and to assist the Board in achieving its goals.
- Identify how the Board is to function.
- Monitor policy impact.
- Solicit advice from the superintendent.
- Delegate authority to the superintendent to develop and implement administrative procedures which adhere to Board policies.

#### **5. Board/Superintendent Relations**

The Board shall:

- Select the superintendent, and employ him/her with a negotiated contract.
- Provide the superintendent with clear corporate direction.
- Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in GNWT legislation and regulation.
- Respect the authority of the superintendent to carry out executive action and support the superintendent's actions which are exercised within the delegated discretionary powers of the position.
- Annually evaluate the superintendent using the roles and responsibilities document included in the Superintendent's employment contract.
- Review the compensation of the superintendent.
- Provide for superintendent succession planning as required.

#### **6. Political Advocacy**

The Board shall:

- Develop plans for advocacy including focus, key messages and mechanisms, and review annually.
- Meet with other elected officials, neighboring educational authorities and municipal governments to advance the District's and other areas of mutual interest.
- In particular, the Board should attempt to establish regular meetings with the Minister and local MLAs over the course of the year.

#### **7. Board Development**

The Board shall:

- Review the Board's effectiveness through an annual evaluation. Encourage its members to participate in professional development opportunities which will enhance their knowledge of Board roles and responsibilities.

- Recognize the importance of group development and participate in group sessions over the term of the Board. Ensure that funds are allocated in the budget for Board development.

## **8. Fiscal**

The Board shall:

- Approve the budget annually and review programs to ensure efficiency against desired results
- Receive the audit report and take action on any recommendations.
- Monitor the fiscal management of the District.
- Have representation in collective bargaining sessions and ratify all collective agreements.

## **Selected Responsibilities**

The Board shall retain responsibility for the following:

1. Approval of any international student travel.
2. Determining the location of any specialty programs offered within the District.
3. Approving the annual educational calendar.
4. Approve the naming of schools and other Board owned facilities.
5. Approve the acquisition and disposal of land and buildings.

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## Policy 3

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### ROLE OF THE TRUSTEE

The role of the Trustee is to contribute to the Board as it carries out its mandate and strives to achieve its mission and goals.

Yellowknife Education District No. 1 is a corporation under Section 82 of the Education Act. The decisions of the Board of Trustees, in a properly constituted meeting, are those of the corporation. A Trustee acting individually has only the authority and status of any other individual in the community. A Trustee that is given authority by the Board to act on its behalf 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 those actions.

#### Specific Responsibilities

1. The Trustee is responsible and accountable to Yellowknife Education District No. 1 stakeholders (such as parents, taxpayers and the Minister) for the educational welfare of students.
2. The Trustee shall participate in, and contribute to, the decisions of the Board in order to provide the best possible education for the students in its care and to meet the needs of the community.
3. The Trustee shall attend all meetings of the Board unless unable to do so. Notification should be given to the Chair in advance of the meeting where feasible.
4. The Trustee shall become familiar with Board policies and procedures, particularly the Trustee Code of Conduct (Policy 4), meeting agendas, and reports in order to participate fully in Board business.
5. The Trustee shall support the decisions of the Board, regardless of how they might have voted.
6. The Trustee is encouraged to become acquainted with all matters reflecting the operation of the District and the schools within it. However, the Trustee will:
  - a. Refer queries, or problems not already covered by Board policy or procedures, to the Board for discussion and decision;
  - b. Refer queries, or problems of a purely administrative nature, to the superintendent for resolution; and
  - c. Assist the superintendent with counsel and advice, by providing the benefit of the Trustee's judgment, experience and familiarity with the community.

1. The Trustee shall keep informed of new and emerging trends and issues in education through attendance at workshops, seminars, visits to other jurisdictions and reading educational articles. Trustees are expected to provide a written report to the Board in a timely manner.
2. The Trustee has a responsibility to address inquiries from members of the public, or to redirect their inquiries as needed.
3. The Trustee or their designate shall attend Parent Advisory Council meetings as scheduled, unless unavoidable circumstances arise, in which case the Trustee is expected to arrange an alternate attendee. A report will be made at the next Regular meeting of the Board of Trustees.
4. The Trustee shall, as a matter of courtesy, advise the superintendent and the respective principal of their intentions to visit a school.
5. The Trustee shall refer all media inquiries on the Board decisions and policies to the Board Chairperson.

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## Policy 4

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### TRUSTEE CODE OF CONDUCT

The *Education Act*, Section 96 (3), requires that the Board establish a code of conduct for its members. In keeping with this directive and recognizing the need to establish standards of conduct, the Board has adopted the following Code of Conduct.

#### Trustee Code of Conduct

As a member of the Board of Trustees, I will do my utmost to represent the interests of our stakeholders by providing leadership and maintaining the integrity of Yellowknife Education District No. 1.

In carrying out the duties of a Trustee, I recognize the importance of a standard of conduct, and I will:

1. Work to serve the community of Yellowknife by improving the quality of education;
2. Recognize that the expenditure of District funds is a public trust, and will endeavour to see all such funds are expended responsibly;
3. Recognize that authority rests with the Board in legal session and the individual Trustees, including the Chairperson, will have power only if and when the Board, by vote, has delegated such authority;
4. Work with fellow Trustees, volunteers and District staff in the spirit of cooperation;
5. Attend all meetings of the Board and any committees to which appointed. Strive to inform the Board or committee Chairperson if unable to attend any scheduled Board or committee meeting;
6. Share information which is of interest to the Board;
7. Refer all complaints to District Administration, and discuss, as a Board, only those complaints that remain unresolved after a reasonable period of time;
8. Strive to keep informed on education issues;
9. Not use my position as Trustee solely for personal gain, apart from the total interest of the Board;

10. Maintain the confidential business of the Board and continue to do so after leaving the Board;
11. Comply with Board policies and practices as well as the *Education Act* and any other relevant legislation;
12. Support decisions of the Board;
13. Support, advise and encourage the superintendent;
14. Direct all requests by individuals or delegations for appearance at Board or committee meetings to the superintendent; and
15. Conduct myself in a professional manner at all times while representing the Board.

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## Policy 4 Appendix

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### TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
2. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. A trustee who wishes to commence an official complaint under the Code of Conduct shall file a letter of complaint with the Board Chairperson within thirty (30) calendar days of disclosure of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chairperson, or where otherwise applicable in what follows, by the Vice-Chairperson, within five (5) days of receipt by the Board Chairperson of the letter of complaint. If the complaint is with respect to the conduct of the Board Chairperson, the letter of complaint shall be filed with the Vice-Chairperson.
4. When a trustee files a letter of complaint and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, 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 of Conduct. Public disclosure of the complaint may be disclosed by the Board Chairperson only at the direction of the Board,
5. To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chairperson, within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
6. Where no letter supporting a hearing is received by the Board Chairperson in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The Board Chairperson shall notify all other trustees in writing that no further action of the Board shall occur.

7. Where a letter supporting a hearing is received by the Board Chairperson in the three (3) day period referred to in section 5 above, the Board Chairperson shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining trustee to present his or her views of the alleged violation of the Code of Conduct.
8. At the special meeting of the Board, the Board Chairperson shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting. Both the complainer trustee and the supporting trustee shall be at this meeting; otherwise the complaint shall be dismissed. Barring unforeseen circumstances, the respondent trustee does not need to be present for the special meeting to proceed.

Without limiting what appears below, the Board Chairperson shall ensure fairness in dealing with the complaint by adhering to the following procedures.

- 8.1 The Code of Conduct complaint shall be conducted at an in-camera session, Code of Conduct hearing, of a special Board meeting convened for that purpose. All preliminary matters, including whether one or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 8.2 The sequence of the Code of Conduct hearing shall be:
  - 8.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;
  - 8.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;
  - 8.2.3 The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
  - 8.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
  - 8.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
  - 8.2.6 The complaining trustee shall be given the opportunity to make final comments; and
  - 8.2.7 The respondent trustee shall be given the opportunity to make final comments.

- 8.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration.
  - 8.4 If 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 Chairperson may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
  - 8.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
  - 8.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
  - 8.7 The presiding Chairperson shall reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.
  - 8.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
  - 8.9 The presiding Chairperson shall declare the special Board meeting adjourned.
9. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
- 9.1 Having the Board Chairperson write a letter of censure marked “personal and confidential” to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the special meeting of the Board;
  - 9.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
  - 9.3 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 those

trustees present and allowed to vote at the special meeting of the Board, for a time not to exceed the trustee's term as trustee.

10. The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

The offending Trustee shall have rights of appeal by written letter to the Minister within sixty days of the Board's decision.

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## Policy 5

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### BOARD BY-LAWS

These by-laws have been prepared and adopted by the Board in accordance with the *Education Act* and the regulations made pursuant to it. The purpose of these by-laws is to establish procedures that must be followed by the Board in conducting the business of the District.

#### Selection of Chairperson and Vice-Chairperson

1. The selection of the Chairperson and Vice-Chairperson shall take place at the annual organizational meeting of the Board that will be held immediately prior to the regularly scheduled meeting in November.
2. The Superintendent shall advise each Trustee of the date, time and place of the organizational meeting.
3. Should the organizational meeting follow the District Education Authority election, the Superintendent shall immediately, after calling the meeting to order:
  - 3.1 Proceed to read the returns of election to the Board as certified by the returning officer;
  - 3.2 Certify that all Members meet the eligibility criteria to take office and have signed the oath of office and have received a copy of the Declaration of Elected Office; and
  - 3.3 Proceed to have the Trustees elect a Chairperson and Vice-Chairperson to serve at the pleasure of the Board. Either can be relieved by a two-thirds majority vote of Trustees.
4. Should the organizational meeting not follow the District Education Authority election, the Superintendent shall call the organizational meeting to order and proceed to have the Trustees elect a Chairperson and Vice-Chairperson to serve at the pleasure of the Board.
5. The Superintendent shall appoint two scrutineers, who are not Trustees, for the election of both the Chairperson and Vice-Chairperson.
6. The Superintendent shall call for nominations for the office of Chairperson.
7. Any Trustee may nominate any other Trustee for the office of Chairperson and a seconder is not required. Any Trustee may participate in the election of the Chairperson in person, electronically, or in writing.

8. A Trustee does not have to be present to be nominated for the office of Chairperson or Vice-Chairperson, providing that they have indicated in writing to the Superintendent their willingness to accept nomination.
9. Nominations shall remain open for one minute following the last nomination.
10. The Superintendent shall then declare nominations closed, and ask each nominee in reverse order if they accept nomination.
11. A vote by secret ballot shall be conducted in the election of the Chairperson and the Vice-Chairperson.
12. The scrutineers shall collect, count the ballots, and provide written results to the Superintendent.
13. The Trustee receiving a clear majority, greater than 50% of all the votes cast shall be declared elected.
14. Should no Trustee receive a clear majority of the votes cast, the Superintendent shall announce the name of the Trustee receiving the least number of votes whose name shall then be dropped from the ballot. In the event there is a tie for the least number of votes, the Trustees shall vote again. In the event that a tie remains for the bottom position, the Trustees will vote in order to determine which Trustee will remain on the ballot.
15. Balloting shall continue until one Trustee receives a clear majority of votes.
16. The Trustee receiving a clear majority of votes shall be declared as Chairperson and shall immediately take over the chair.
17. The Chairperson shall then proceed to have the Trustees elect the Vice-Chairperson following the same procedure that was used to elect the Chairperson.
18. The Chairperson shall call for a motion to destroy all cast ballots following the completion of the elections.
19. If the position of Chairperson or Vice-Chairperson becomes vacant, the Trustees shall elect a replacement using the same voting procedures as outlined above.

### **Rules of Order**

1. The Chairperson shall preside at all Board meetings.
2. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and Vice-Chairperson, the Trustees present shall

select a Trustee to serve as chairperson for the meeting, or until such time as either the Chairperson or Vice-Chairperson arrive.

3. If there is no quorum present at the expiration of one-half hour from the announced start time of the meeting, the Board shall stand adjourned, and the Director of Corporate Services shall enter into the record the names of the Trustees present.
4. Motions shall normally be put in writing and seconded before the Chairperson calls for debate and a vote.
5. Before speaking, every Trustee shall address the Chairperson and, when recognized, speak to the question under debate avoiding all discourteous language and reference to personalities.
6. When two or more members speak at once, the Chairperson shall name the Trustee that is to speak first.
7. No Trustee while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The Trustee who interrupts shall confine all remarks to the point of order or explanation.
8. If any Trustee violates these rules of order, the Chairperson shall, and any Member can, call them to order. In such a case the Trustee shall immediately be silent, but afterwards be permitted to explain; and the chairperson, if appealed to, shall decide the case, without debate.
9. No Trustee shall speak to any issue more than twice, or for more than three minutes each time speaking without prior permission of the Chairperson. Trustees shall be permitted to clarify something or to reply to a specific question not previously answered. The Chairperson shall not permit any repetitive commentary.
10. A Trustee may request that the motion under discussion be read at any time during the debate, but not to interrupt a Trustee that is speaking.
11. No Trustee shall speak to a motion after the Chairperson has called for the vote.
12. A notice of motion may be given at any meeting. It shall be recorded in the minutes, but shall not be debated or voted on until the motion is properly moved and seconded.
13. When a motion is being debated no other motion is allowed unless it is to:
  - 13.1 Adjourn;
  - 13.2 Table;
  - 13.3 Call the Question;

- 13.4 Refer;
- 13.5 Amend;
- 13.6 Postpone; or
- 13.7 Recess.

14. Every Trustee present shall vote on every motion except where a Trustee declares a conflict of interest.

15. The Chairperson shall declare the results of all votes as either carried or defeated. A Trustee may request that their vote be recorded into the minutes.

16. In the case of a tie vote, the motion shall be declared defeated.

17. The following motions will be voted on without debate:

- 17.1 To Adjourn;
- 17.2 To Table; or
- 17.3 To Call the Question.

18. If an issue arises that is not addressed by these rules of order, *Robert's Rules of Order will apply*.

### **Meetings Through Electronic Means**

Normally a Trustee, or a staff member required at a meeting, is expected to be present at meetings. However, where circumstances warrant, they may participate at a Board Meeting or Committee Meeting by using electronic means. A member of the public (if requested) may also participate at a Board Meeting or Committee Meeting by using electronic means. In addition, due to circumstances the Chairperson may determine that a meeting be held entirely by electronic means.

In these situations, the following conditions will apply:

- Trustees, or staff members, participating in a meeting held by electronic means are deemed to be present at the meeting. and will be recorded in the meeting minutes as being connected remotely. A member of the public observing the meeting will be recorded in the meeting minutes as being connected remotely.
- Trustees participating electronically can participate in meeting discussions and vote on motions.
- Trustees wishing to participate electronically must provide the Superintendent, prior to the meeting, a telephone number from which contact can be made during the meeting.

- Trustees participating electronically shall inform the Chairperson of their departure from a meeting; temporarily or permanently.
- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chairperson, and disconnect from the meeting. The Superintendent shall call the Trustee and reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
- The electronic means must enable all the meeting's participants to communicate with each other, and if possible, enable all participants to view each other.
- The electronic means must enable the public to listen to the meeting, and if possible, enable the public to view the meeting and participants.
- Reasonable steps must be taken to notify the public of locations and/or means by which members of the public may attend electronically to observe a meeting.
- Where required the Superintendent or designate will be responsible for the organization of the electronic communications with the meeting participants.
- The Chairperson shall conduct voting on a motion verbally by asking first for those in favour, and then for those opposed.
- A Trustee must ensure the means and location used to participate in the meeting electronically will allow moving in-camera and will meet all requirements of an in-camera session.

### **Order of Business**

1. Annually the Board at a regular meeting the following shall be appointed:
  - 1.1 A general solicitor (typically at the June Board meeting), and
  - 1.2 An auditor (typically at the November Board meeting).
2. The Board shall hold a regular meeting every month of the school year at a date, time to be determined by the Board. Each regular meeting agenda will confirm the date and time of the next regular meeting. Regular meetings will take place at the Yellowknife Education District No. 1 Board room unless otherwise announced.
3. The Chairperson, in consultation with the Superintendent, shall establish the agenda for regular Board meetings.
4. Trustees may place items on the agenda by contacting the Chairperson two weeks prior to the meeting.
5. The agenda, together with supporting materials, will be circulated to Trustees, the Superintendent and school principals at least four calendar days in advance of the meeting.
6. The agenda, together with supporting materials, will be made available to the public at least four days in advance of the meeting.

7. Amendments to the agenda may be made after the meeting is called to order provided there is two thirds majority vote in favour by the Trustees in attendance and are made prior to the adoption of the agenda.
8. The Superintendent shall provide the order of business in the general form of a prepared agenda as follows: (Actual agendas shall list all respective Administration, Board, Committees, Parent Advisory Committee, etc. Reports.)
  - 1.0 Call to Order
  - 2.0 Land Acknowledgement
  - 3.0 Chairperson's Opening Remarks
  - 4.0 Declaration of Conflict of Interest
  - 5.0 Adoption of Agenda
  - 6.0 Delegations & Presentations
  - 7.0 Review and Approval of the Minutes
  - 8.0 Business Arising from the Minutes
  - 9.0 Trustees' Statements
  - 10.0 Unfinished Business
  - 11.0 New Business
  - 12.0 Reports
  - 13.0 Announcements
  - 14.0 Date and Time of Next Meeting
  - 15.0 Chairperson's Closing Remarks
  - 16.0 Adjournment
9. Delegations and/or individuals wishing to make a presentation to the Board shall:
  - 9.1 Provide to the Chairperson or Superintendent a written summary of information to be presented at least five days prior to the meeting at which they wish to appear.
  - 9.2 In special circumstances, and with the consent of the majority of Trustees present, the requirement for five days' notice may be waived.
  - 9.3 Be restricted to providing comments about those matters that are within the jurisdiction and responsibility of the Board.

There will be a maximum of three presentations permitted at a single meeting, each limited to ten minutes. These restrictions can be waived at the discretion of the Chairperson.

The Board, in a public meeting, will not hear personal complaints or comments directed toward any person employed by the District.

No motions relating to any request of the delegation shall be dealt with until the next meeting of the Board.
10. Minutes are the legal record of all action taken at regular and special Board meetings.

The meeting minutes and all attachments (and any required translations) are kept on file (electronic and hardcopy) in the District office. In the event that there is a discrepancy later discovered between the English and the translated version, the English version shall be the official version. The minutes shall contain:

- 10.1 A full description of the meeting including date, location, times of opening and adjournment;
- 10.2 A list of all Trustees and administration in attendance;
- 10.3 A complete and accurate record of all motions, specifying the movers and seconders, and whether or not the motion was carried or defeated;
- 10.4 Names of Trustees who either request their vote be recorded or declare a conflict of interest;
- 10.5 Points of order or appeals and their outcomes;
- 10.6 All appointments to committees; and
- 10.7 The signature of the Chairperson and the Director of Corporate Services after they have been approved by Board motion.

Meeting approved agendas and minutes will be posted on the District's website as soon as available for public viewing.

The Director of Corporate Services shall ensure that a backup electronic and hardcopy of all minutes is kept in a secure and separate location.

11. Trustees wishing to make a public statement on a matter not included on the agenda may do so as long as the item is political in nature. Trustees are responsible for their personal opinions expressed in these statements. Statements must be in written form and will be included in the minutes of the meeting. The written copy must be filed with the Director of Corporate Services prior to the meeting so that copies may be distributed to other Trustees.

The minutes will reflect that a statement was made, the title and the name of the individual making the statement. The agenda for the Board Meeting will include the following statements under item 9, Trustee statements:

“Trustee statements are individual opinions and are not intended to represent the views of the Board.

Trustee statements are not debatable and there will be no opportunity for rebuttal or questions.”

12. Board Meetings shall end by 10:00 pm unless extended by unanimous consent of the Members present.

### 13. Observers

- 13.1 Meetings of the Board are open to the public who are welcome to attend and observe from the designated public seating area, or attend and observe via electronic means.
- 13.2 Observers are not permitted to address the Board unless invited by the Chairperson to provide information with respect to a specific item on the agenda.
- 13.3 Cameras and recording devices may be restricted at the discretion of the Chairperson.

### **Special Meetings**

1. Special Meetings of the Board may be requested at any time by the Chairperson, or by written agreement of at least four Trustees.

Each Trustee must be notified of a Special Meeting in writing by registered mail at least six clear days before the date of the Meeting. The requirement to inform Trustees of Special Meetings by registered mail may be waived if all Trustees have provided a signed and written acknowledgement of the Meeting. Proof of registered mailings or signed acknowledgements of the Meeting will be included in the record of the Special Meeting.

The notice of Special Meeting shall state the date, time and location of the Special Meeting and the nature of the business to be conducted. No other business shall be dealt with at a Special Meeting other than that stated in the notice.

A public notice shall be advertised as soon as possible indicating the date, time, location, and relevant details of the Special Meeting.

### **Meetings Closed to the Public (In-Camera)**

Section 95 of the *Education Act* requires that all Board decisions are to be made in open public meetings. However, the Board can hold a meeting, or part of a meeting in private, if two-thirds of the Trustees present decide that it is in the public interest to do so. When a meeting is held in private, the Board cannot make any motions other than to revert to a public meeting.

The Chairperson, or any Trustee, can request that the Board meet in private at any time during a meeting if deemed necessary, and can also determine who may be in attendance, subject to a two-thirds majority.

In-Camera Meetings are held to discuss confidential matters which may include:

1. Individual staff or student issues,
2. Collective bargaining or salary negotiations,

3. Legal issues, or
4. Acquisition/disposal of land

Members in attendance shall not disclose the details of any discussion that occurred at an In-Camera Meeting.

At the next Regular Meeting, the Chairperson shall include in their report an acknowledgement that an In-Camera Meeting has taken place, and the subject matter discussed.

### **Trustee Compensation**

Each Trustee shall receive an annual honorarium.

Effective January 1<sup>st</sup>, 2021, the following amounts are the approved annual honorarium:

Trustees	9,808.00 per annum
Vice Chair	11,116.00 per annum
Chair	13,078.00 per annum

These amounts will be adjusted annually according to the Yellowknife Consumer Price Index.

### **Trustee Resignation**

Trustee resignations must be in writing and presented to the Director of Corporate Service or announced at a Regular meeting as a Trustee Statement.

Section 93 of *The Education Act* grants the Board the power to decide whether to replace a vacant Trustee position. If the Board chooses to fill a vacant Trustee position, the following process will be followed:

1. Appointment the individual who had the next greatest number of votes in the most recent District Education Authority election.
2. If that individual refuses to accept the position or is unable to serve, then the position shall be offered to the other candidates in the order of the votes received.

If there are no candidates available to fill the position the Board may either hold an election or appoint an eligible candidate.

**Approved and Adopted:  
June 2021**

**Revised/Approved:  
June 8, 2021**

## Policy 6

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### ROLE OF THE BOARD CHAIRPERSON

In accordance with Board by-laws (Policy 5), the Board of Trustees will select a Chairperson at the annual organizational meeting. The Chairperson's position is at the pleasure of the Board.

The primary responsibility of the chairperson is to assist the members of the Board to operate effectively and efficiently as a group. The Chairperson is the main liaison between the Board and the Superintendent. The Chairperson will keep the Board informed of communications between the Chairperson and the Superintendent.

#### Specific Responsibilities

1. The chairperson shall be responsible to fulfill the duties and responsibilities assigned to the position in legislation and the by-laws of the Board.
2. The Chairperson shall ensure that the Board operates in accordance with its policies.
3. The Chairperson shall, where possible, confer with the superintendent prior to each Board meeting in order to establish the agenda and become familiar with the items and materials included.
4. The chairperson or designate shall chair each Board meeting in accordance with Board by-laws, ensuring that all Trustees have the opportunity to participate in the meeting and make their views known in order that a collective opinion can be developed and a corporate decision reached.
5. At the first Committee of the Whole meeting following the annual organizational meeting, the Chairperson shall, following consultation with the Trustees, select the Trustees to serve on committees of the Board.
6. The Chairperson shall serve as the official spokesperson for the Board and must confine any remarks to existing Board policy or corporate positions. The Chairperson may delegate this responsibility. The Chairperson will report activities as spokesperson back to the Board.
7. The Chairperson should initiate contact with other elected officials, including Members of the Legislative Assembly, in order to advocate existing Board policy or corporate positions. The Chairperson will report these contacts back to the Board.

8. The Chairperson shall have cheque signing authority for the District.
9. The Chairperson shall:
  - 9.1 Have authorization and or approval of the Superintendent's expenses.
  - 9.2 Be responsible for authorization of Professional Development for the Superintendent.
  - 9.3 Be responsible for authorization and or approval of Superintendent's duty travel.
  - 9.4 Be responsible for authorization and or approval of vacation time leave requests by the Superintendent.
  - 9.5 Track the above authorization and or approvals, and make it available to Trustees on request.

**Approved and Adopted:  
May 2008**

**Revised:  
September 2012**

**Revised:  
March 14, 2017**

## Policy 7

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### **ROLE OF THE BOARD VICE-CHAIRPERSON**

In accordance with Board by-laws (Policy 5), the Board of Trustees will select a vice-chairperson at the annual organizational meeting.

Specific Responsibilities:

1. In the absence of the chairperson, the vice-chairperson shall act on their behalf and have all the powers, duties and responsibilities outlined in Policy 6. The vice-chairperson will ensure they are prepared to do so.
2. The vice-chairperson shall assist the chairperson in ensuring that the Board operates in accordance with its policies and in providing leadership to the Board.
3. Organizes the annual Board retreat.
4. Organize the annual assessments of the Board and its Superintendent.
5. The vice-chairperson shall carry out other duties as assigned by the chairperson.

**Approved and Adopted:  
May 2008**

**Reviewed:  
September 2013**

**Revised/Approved:  
June 13, 2017**

## Policy 8

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### COMMITTEES OF THE BOARD

The Board establishes committees to assist in the governance of the District and to assist the Board in achieving its goals. The role and responsibilities of committees are to:

1. Investigate matters referred to them by the Board;
2. Act in an advisory capacity to the Board; and
3. Prepare recommendations for Board consideration.

All committees that are under the control of the Board, serve at the pleasure of the Board, and may be disbanded at any time by a decision of the Board. All committees of the Board are open to the public, unless the committee is required to convene in-camera.

There will be three types of committees:

1. Standing Committees are ongoing committees that the Board has identified as being necessary to assist in the proper governance of the District. The functions of a Standing Committee are to inquire into, conduct comprehensive discussion of, to advise and prepare recommendations to the Board on items identified within its mandate and any matters referred to it by the Board. Standing Committees have no powers other than those granted to it by the Board. All Standing Committees report to the Board.
2. Ad Hoc Committees are committees established by the Board to complete a specific task for the Board. As soon as that task has been completed, the Ad Hoc Committee shall be disbanded. Ad Hoc Committees have no powers other than those granted to it by the Board. All Ad Hoc Committees report to the Board.
3. External Committees are committees where the Board has, is requested of, or requires a representation along with other groups and organizations, and deal with matters that are of interest to the Board. These Committees may be initially formed by the Board or external organizations. The function, governance, authority and reporting structure of these Committees is generally determined by the originating organizations, or by mutual agreement of the participating groups. A Board representative(s) on an External Committee would keep the Board informed of the activities of their respective Committee.

Except where noted in the Committee's Terms of Reference, each Standing and Ad Hoc Committee shall:

1. Consist of Board representation as appointed by the Chairperson
  - In the case of Standing Committees, three Trustees appointed for one-year terms;
  - In the case of Ad Hoc Committees, up to three trustees appointed for terms identified in the respective Committee's terms of reference, in addition lay members and/or other support members may be appointed as required by the committee's terms of reference;
2. Have a chairperson selected by the members of the Committee;
3. Determine the place, date and time of meetings, and advise the Board;
4. Provide reports to the Board;
5. Provide recommendations, in writing, to the Board for consideration; and
6. Permit other Board Members, including the Chairperson, to attend Committee meetings and participate in the discussion, but not vote;
7. Have access to the superintendent or designate(s) as resource person.

The Committee Chairperson shall take leadership in the activities of the Committee, by:

- Calling the meetings and providing notification of the place, date, time, and the purpose of the meeting to all Board Members;
- Acting as the contact person for the Committee;
- Ensuring that all matters referred to the Committee are pursued;
- Ensuring that all deadlines are met; and
- Ensuring written Committee Reports are included in the agenda packages for Board Meetings.

The following is the standard list of Standing, Ad Hoc and External Committees:

#### **Standing Committees**

- Finance Committee
- Policy Committee
- Public Relations Committee
- Audit Committee
- Committee of the Whole

#### **Ad Hoc Committees**

- Negotiations Committee

#### **External Committees**

- Teacher-Board Advisory Committee

Terms of Reference for the standard list of Standing and Ad Hoc Committees are attached as an Appendix to this Policy.

**Approved and Adopted:**

**May 2008**

**Revised/Approved:  
November 3, 2021**

## **Policy 8 - APPENDIX**

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**Committee Name: Finance Committee**  
**Committee Type: Standing**

**Date Approved: October 8, 2019**  
**Date Amended:**

**Purpose**

The Finance Committee has a mandate to act as an overseer and in an advisory capacity with respect to all financial matters of the Board, as defined by the following activities

1. Evaluate, approve and present the draft budgets, both operating and capital, to the Board for consideration and approval.
2. Oversee the District's budget over the fiscal year.
3. Consider any expenditure outside of the approved budget for consideration by the Board.
4. Analyze and review funding received from the GNWT and the City of Yellowknife, and make recommendations as required.
5. Consider other sources of revenue.

**The Chair of the Finance Committee works with the Director of Corporate Services to prepare and present at public engagements (i.e. Annual Ratepayers Meeting).**

**Reporting**

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

## Policy 8 - APPENDIX

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**Committee Name: Policy Committee**

**Committee Type: Standing**

**Date Approved: October 8, 2019**

**Date Amended:**

### **Purpose**

The Policy Committee has a mandate to review, revise and develop all Board policies, in consultation with administration, and to conduct the following activities and approval process:

1. Make suggestions to the Board for revision or deletion of existing policies,
2. Develop and draft new policies for the Board to address governance issues,
3. Review new policies that are submitted by administration or other committees of the Board,
4. Review any concern and make recommendations on issues that are related to legislative matters, and
5. Make recommendations to the Board for approval in the following manner:
  - a) The draft policy is tabled at a regular Board Meeting.
  - b) A review at a Committee of the Whole is convened (if requested) where Trustees can provide comment, and ask the Policy Committee reasons for the policy's intent, content and/or changes.
  - c) The draft policy is forwarded to all stakeholders (as deemed appropriate), and added to the District's website, requesting comment by a set date.
  - d) The Policy Committee reconvenes a Committee Meeting, reviews the comments received from the trustees and stakeholders, and develops a final draft policy.
  - e) A final review at a Committee of the Whole is convened (if requested).
  - f) The final draft policy is submitted as an agenda item at a regular Board Meeting for debate; resulting in approval, or as directed, by the Board.

Note: Typically there will be a minimum two month period of time (i.e. three Board Meetings) from the date of Tabling of a draft policy to submission of the final draft at a Board Meeting for approval.

**Note:** In instances where a policy proposal may impact upon any of the collective agreements under negotiations, any actions on such proposals will be deferred until completion of the negotiations.

### **Reporting**

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

## Policy 8 - APPENDIX

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**Committee Name:** Public Relations Committee

**Committee Type:** Standing

**Date Approved:** October 8, 2019

**Date Amended:**

### **Purpose**

The Policy Committee has a mandate to coordinate effective communication between the Board and the public, to conduct the following activities process:

1. Formulate a public relations plan and submit it to the Board for approval.
2. Oversee the implementation of the plan and report progress to the Board.
3. Monitor the effectiveness of the plan and make recommendations for revision to the Board.
4. Meet at least quarterly with the Communications Officer to review communications initiatives.

### **Reporting**

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

## Policy 8 - APPENDIX

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**Committee Name: Audit Committee**

**Committee Type: Standing**

**Date Approved: October 8, 2019**

**Date Amended:**

**Purpose:**

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the District's compliance with laws and regulations pertaining to the financial operations.

**Composition:**

The Audit Committee will consist of the following members:

- a. Up to two Trustees (excluding the Chairperson) from the Board, one of whom shall act as chair of the Audit Committee; and,
- b. Three members of the general public (one must be a Certified Accountant, CGA, CMA, or CA), who are independent to the District, have no relationship to the audit firm.

**Term of General Public Members:**

The term for members from the general public will be two years, which are renewable.

**Compensation:**

The Audit Committee members from the general public shall be compensated based on a per diem rate.

**Resources:**

- a. The Director of Corporate Services will provide assistance to the committee as deemed necessary.
- b. The Audit Committee may have access to other third party expertise as deemed necessary.

**Meetings:**

The Audit Committee will meet at least twice a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting, in person or via tele-conference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees.

**Authority:**

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- a. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- b. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties; and
- c. Meet with District officers, external auditors or outside counsel, as necessary.

**Responsibility:**

The Audit Committee will carry out the following responsibilities:

**Financial Statements:**

- a. Review significant accounting and reporting issues, including complex or unusual transactions;
- b. Review with management and the auditors the results of the audit, including any difficulties encountered;
- c. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- d. Review with management and the auditors all matters required to be communicated to the School Board.

**Internal Control:**

- a. Consider the effectiveness of the District’s internal controls over annual reporting, including information technology security and control; and
- b. Understand the scope of the auditor’s review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management’s responses.

**Audit:**

- a. Review the auditor’s proposed audit scope and approach
- b. Review the performance of the auditors, and provide a recommendation to the School Board the final approval on the appointment or discharge of the auditors;
- c. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services, and discussing the relationship with the auditors; and,
- d. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

**Compliance:**

- a. Review the findings of any examinations by regulatory agencies, and any audit observations; and,
- b. Obtain regular updates from management and company legal counsel regarding compliance matters.

## Policy 8 - APPENDIX

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**Committee Name: Committee of the Whole**

**Committee Type: Standing**

**Date Approved: November 3, 2021**

**Date Amended:**

### **Committee Structure**

Committee of the Whole is a committee composed of all Trustees. A quorum of the Board numbers is required.

### **Purpose**

The purpose of Committee of the Whole is to provide:

- a) An informal forum to engage in generative discussions,
- b) Sessions related to planning on topics such as finance, facilities, special projects, and strategic initiatives,
- c) Sessions for governance professional development and
- d) Sessions for evaluation of Board and Superintendent performance.

Note, during a regular Board Meeting the Trustees can Motion to Refer and convene a Committee of the Whole meeting to allow Trustees to explore matters to much greater depth than can be accomplished within a regular Board Meeting.

### **Procedures**

Meetings of the Committee are at the call of the Board Chairperson, or at the request of a majority of the Trustees. The agendas for Committee of the Whole meetings are organized by the Board Chairperson. He/she shall request if there are any additional agenda items that Trustees would like to discuss.

The Chairperson at the sitting of the Committee of the Whole is based on the topic of discussion. For example, if the agenda topics are financial, the Chairperson of the Finance Committee will chair the meeting. For generic Committee of the Whole meetings, such as if there is a pre-Board meeting, the Vice-Chairperson shall chair the meeting.

### **Reporting**

The respective sitting Committee Chairperson will be responsible to provide a timely written report for inclusion in the next Board of Trustees Meeting.

## Policy 8 - APPENDIX

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**Committee Name: Negotiations Committee**

**Committee Type: Ad Hoc**

**Date Approved: October 8, 2019**

**Date Amended:**

### **Purpose**

The Negotiations Committee is formed prior to the commencement of negotiations of each collective agreement in order to provide Board representation at bargaining sessions. The Negotiation Committee will be disbanded when that specific collective agreement has been ratified. The Committee conducts the following activities:

1. Review the collective agreement under consideration.
2. Work with the superintendent, and/or designate to prepare the Board's proposals.
3. Retain and consult with a professional negotiator for bargaining sessions.
4. Perform at-table negotiations with the professional negotiator.
5. Recommend action by the Board.

### **Reporting**

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

## Policy 8 - APPENDIX

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**Committee Name: Teacher-Board Advisory Committee**

**Committee Type: External**

**Date Approved: October 8, 2019**

**Date Amended:**

### **Purpose**

The Teacher-Board Advisory Committee is to consider matters of concern relating to school affairs, including proposed educational policy changes and changes in conditions of professional service, and communicating thereon the views of the respective parties. The committee shall also consider matters designed to improve the teaching and learning situation, or other matters of interest or concern.

The Board chairperson shall select two Trustees to serve on the committee in accordance with the Collective Agreement between the Board and the Northwest Territories Teachers' Association.

### **Reporting**

The Board Member Representative shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

## Policy 9

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### **BOARD DELEGATION OF AUTHORITY**

The Board has the right to delegate certain of its powers and responsibilities to others, but the Board retains ultimate responsibility.

#### **Specifically**

**1. In relationship to the budget the superintendent is:**

- 1.1 Authorized to expend, or to approve the expenditure of funds, for intended purposes within the budget allocations.
- 1.2 Required to provide the Finance Committee with regular variance reports.

**2. In relationship to policy, the superintendent is:**

- 2.1 Delegated the responsibility to take action where a Board policy does not exist.
- 2.2 Required to advise the Board of the action taken and the circumstances that make such an action necessary.
- 2.3 Responsible for communicating policies within the District.
- 2.4 To monitor the effectiveness of Board policies on an ongoing basis.

**3. In relationship to media, the following shall apply:**

- 3.1 The superintendent, or designate, is authorized to speak to matters affecting the operations of the District.

**Approved and Adopted:  
May 2008**

**Revised:  
June 14, 2011**

**Revised:  
March 14, 2017**

## Policy 10

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### ROLE OF THE SUPERINTENDENT

The Superintendent is the chief executive officer of the Board and is responsible for the organization, management and supervision of the District. The Superintendent is accountable to the Board for the responsibilities assigned to the position by the Board. The Superintendent is also accountable to ensure that the curriculum, policies and practices within the District comply with GNWT legislation, policies and curriculum guidelines.

Where the Superintendent delegates authority to District staff, the Superintendent retains ultimate responsibility to the Board for the tasks performed and the results achieved.

#### Specific Areas of Responsibility

1. Educational Leadership - The Superintendent shall:
  - Provide leadership in all matters relating to education in the District.
  - Ensure students in the District have the opportunity to meet the educational standards determined by GNWT legislation.
  - Implement education directives as established by the Board and/or GNWT legislation.
2. Fiscal Responsibility - The Superintendent shall:
  - Ensure the fiscal management of the District by the Director of Corporate Services is in accordance with the terms and conditions of any funding received.
  - Ensure that the District operates in a fiscally responsible manner and in accordance with Public Standards Accounting Board standards and principles.
3. Human Resources - The Superintendent shall:
  - Have authority and responsibility for all personnel-related issues, except for those mandated in Board policy, labour legislation or collective agreements.
  - Ensures that all staff are monitored and evaluated.
  - Be responsible for succession planning, well-being, and professional development of all staff
4. Policy and Procedures - The Superintendent shall:
  - Honour and facilitate the Board's role in establishing policy.

- Be responsible for the development, implementation, evaluation and revision of Administrative Procedures. These Procedures shall be reviewed annually.
5. Superintendent/Board Relationships - The Superintendent shall:
- Establish and maintain positive, professional working relations with the Board.
  - Honour and facilitate the implementation of the Board's roles and responsibilities as defined in Board policy.
6. Strategic Planning and Reporting - The Superintendent shall:
- Facilitate the planning process for the development of the Board's strategic directions.
  - Be involved appropriately by the Board in the development process of the strategic plan (eg: Board approval of process and timelines, Board identification of priorities and key results, opportunity for Board input in the process, final Board approval.)
  - Implement the strategic plan as approved by the Board.
  - Report at least annually on the results achieved in the strategic plan.
7. Organizational Management - The Superintendent shall:
- Demonstrate effective organizational skills resulting in District compliance with Board directives and timelines.
  - Report to the Minister on matters required by legislation and regulations.
8. Communications and Community Relations - The Superintendent shall:
- Ensure positive internal and external communications are developed and maintained.
  - Develop and maintain positive and effective relations with government agencies, such as the GNWT and the City of Yellowknife.
9. Leadership Practices - The Superintendent shall:
- Lead in a manner that is viewed by the Board as being effective and positive.

**Approved and Adopted:  
May 2008**

**Revised:  
April 14, 2015**

**Revised:  
December 10, 2019**

## Policy 11

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# RECRUITMENT, SELECTION AND RECOGNITION OF PERSONNEL

## Recruitment and Selection

The recruitment and selection of District personnel is a shared responsibility between the Board and the Superintendent. Strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

### Specifically

1. All openings for vacant positions will be communicated internally, and may be advertised externally. All senior administrator positions will be publicly advertised.
2. All positions in the District will have job descriptions.
3. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
4. The following process will be followed for the Assistant Superintendent and Director of Corporate Services positions:
  - 4.1. The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
  - 4.2. The interview team shall include, at minimum, the Superintendent and representatives from the Board.
  - 4.3. The successful candidate must be supported by a clear majority of the interview team. The Superintendent must support the candidate selected.
  - 4.4. Each person occupying one of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. The Superintendent is delegated full authority to recruit and select staff for all central office positions, including maintenance and technology staff.
6. The following process will be followed for new appointments to Principals positions (not including transfers):
  - 6.1. The Superintendent shall be responsible for the creation of a short list of candidates for those positions.

- 6.2 The Superintendent shall form an interview team which will include at least one Trustee.
  - 6.3 The successful candidate must be supported by a clear majority of the interview team. The Superintendent must support the candidate selected.
7. The Superintendent is delegated the full authority to recruit and select staff for all other school-based positions, including vice-principals.

Note: The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of principals and vice-principals.

In the event of an unexpected or short-term vacancy, the Superintendent may appoint an "Acting Principal" without going through a formal selection process. The position, if still vacant, would be advertised prior to the commencement of the subsequent school year.

The Superintendent may transfer personnel, including principals, between schools without going through an advertising and competition process.

All offers of employment shall be conditional on the successful candidate providing a criminal record check that includes vulnerable sector screening that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position. All offers of employment shall be in writing.

All individuals involved in recruitment and selection of personnel shall abstain from participation in proceedings where there is a conflict of interest.

## **Recognition**

The Board recognizes that the success of the District is a result of the contributions made by its employees.

Employees will be recognized for their cumulative years of service in five-year increments as outlined in Administrative Procedure 407. The Board's annual budget will include a line item specifically for employee recognition.

**Approved and Adopted:  
May 2008**

**Revised:  
April 14, 2015**

**Revised/Approved:  
June 13, 2017**

## Policy 12

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### HEARINGS ON TEACHER MATTERS

The relationships between teachers and the Board are defined in a number of documents, including:

1. *Education Act*
2. *Yellowknife Education District No. 1 and Yellowknife District No.1 Education Authority Regulations*
3. *Education Staff Regulations*
4. Collective Agreement reached between the Board and the Northwest Territories Teachers' Association
5. Board Policy Handbook
6. District Administrative Procedures Manual

In the event that an issue arises, it shall be dealt with in a manner prescribed in the appropriate document.

**Approved and Adopted:  
May 2008**

**Reviewed:  
June 14, 2011**

**Revised/Approved:  
June 13, 2017**

## Policy 13

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### TEACHING STAFF REDUCTIONS

The ability of the Board to retain the number of teachers employed within the District is dependent upon a number of factors. A change in any one of the following factors may affect the Board's ability to maintain the existing staffing levels:

1. Student enrolments.
2. Financial support.
3. Program requirements.
4. Facilities.

If any changes in these factors warrant a reduction in the number of teaching staff, the reduction shall be determined after considering the best interests of the students, parents and community.

The *Education Act*, Section 54(4), does empower the Board to terminate contracts of employment in those cases where the total number of teachers required by the District is decreased.

#### **Specifically**

Where the Collective Agreement between the Board and the Northwest Territories Teachers' Association is silent on Teaching Staff Reductions, the superintendent will proceed as follows:

1. Offer voluntary:
  - 1.1 Resignations.
  - 1.2 Retirements
  - 1.3 Leaves of absence.
  - 1.4 Changes in employment status, such as full time to part time.
  - 1.5 Transfers and reassignment.
2. Should voluntary attrition not result in achieving the required reductions, the superintendent will proceed with the termination of teachers by taking into consideration criteria such as:
  - Seniority.

- Appropriateness of academic and experience qualifications of the teacher to the needs and programs of the District.
3. Once the superintendent has determined which teaching staff will be terminated, the superintendent shall inform the teacher in writing as per the *Education Act*.
  4. The Board is not required to assign a teacher whose contract of employment has been terminated to any vacation positions.

**Approved and Adopted:  
May 2008**

**Reviewed:  
June 14, 2011**

**Revised/Approved:  
June 13, 2017**

## Policy 14

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### STUDENT DISCIPLINE

The Board is required to develop a discipline policy for the District to promote a safe and positive learning environment for all students within its schools. This policy will provide guidance and direction to staff in dealing with students who have not adhered to the school rules, or the requirements of the *Education Act*.

#### Specifically

1. All staff members are required to become familiar with the appropriate sections of the *Education Act* dealing with student conduct and responsibilities. Specifically sections 22, 27 and 33.
2. All staff members are required to become familiar with the appropriate sections of the *Education Act* that deal with discipline of students. Specifically sections 34, 35, 36, 38, 39, 40, 41, 42 and 43.
3. Each principal shall develop school expectations concerning student conduct and the responsibilities of parents and staff through consultation with students, parents and staff. Consultation may include appropriate community agencies.
4. School discipline should emphasize the development of socially responsible behaviour, which includes respect for the rights and well-being of self, people, and property. School discipline should promote the growth of students with respect to self-discipline.
5. Each principal shall ensure that students, parents and staff are made aware of the possible consequences faced by students who are found responsible for misconduct.
6. The principal must ensure that parents and students are made aware of the provisions for appeal of school disciplinary decisions.
7. A parent and/or student who wishes to appeal a decision made at the school level shall have the right to request to the Superintendent to resolve the matter. Further, a parent and/or student may request a hearing before the Board in accordance with Board Policy 15.
8. The superintendent shall ensure that all school discipline policies and procedures are consistent with the Board policies and legislation.

9. The Board delegates to the Superintendent the authority to review and approve all student suspensions in excess of five days to a maximum of 20 days.

**Approved and Adopted:  
May 2008**

**Revised:  
June 14, 2011**

**Revised:  
February 11, 2020**

## Policy 15

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### APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Appeals and hearings regarding decisions that affect students are divided into two procedures. They are outlined below:

#### A. Disagreements by a Student and/or Parent with a Staff Decision

The *Education Act* requires that the District attempt to resolve any disagreements that may arise between a parent (or guardian) and/or student, and the education staff of the District relating to any decision that significantly affects the education, health or safety of a student. If the disagreement is not resolved at the District level the parent and/or student may appeal to an independent appeal committee as outlined in the *Education Act*.

#### Specifically

1. The parent and/or the student shall notify the Principal in writing if they disagree with a decision made at the school level by a staff member that affects the education, health or safety of that student.
2. The written notice shall be given to the Principal within five school days, from the date that the parent and/or the student determine that they were unable to resolve a disagreement with the staff member that made the decision.
3. If the Principal is unable to resolve the disagreement within five school days after having received the written notice, the Principal shall notify the parent and/or the student immediately in writing and include notice that the parent and/or student may refer the disagreement to the Board. The Principal shall refer all unsolved issues to the Superintendent for information.
4. The Superintendent, on behalf of the Board, shall attempt to resolve the issue.
5. Should the issue not be resolved, the Superintendent shall communicate in writing the result, as well as the rationale for the decision, to the Board in a timely fashion. The Superintendent shall also inform the parent and/or student in writing of their right to further appeal this matter to an independent appeal committee as described in the *Education Act*.
6. If the parent and/or student choose to appeal the unresolved disagreement, they must advise the Board in writing within 30 calendar days after having received written notice from the Superintendent.

7. The notice of appeal should provide reasons for the request and details of the disagreement.
8. The process and procedure for dealing with appeals of District decisions are clearly outlined in the *Education Act* and the *Education Appeals Regulations*. The Board shall ensure that the parent and/or the student are offered copies and/or electronic links to the aforementioned legislation.
9. The decision of the appeal committee is final.

## **B. Student Suspension and/or Expulsion**

The *Education Act*, Section 36 (1) provides the District with the authority to suspend or expel a student from its schools. The *Education Act* also provides the student and the student's parents with the opportunity to make a representation at a hearing of an independent appeal committee to deal with the suspension or expulsion of the student from a school.

### **Specifically**

1. A principal may suspend a student for cause, upon his or her own authority, for a period not exceeding five consecutive school days. A detailed report of the suspension including a copy of the letter to the parent shall be sent to the Superintendent.
2. The Superintendent has the authority to suspend a student for cause for a period in excess of five days and up to a maximum of twenty days. The Superintendent will inform the Board of the suspension.
3. The Board may expel a student from its school for a semester, the remainder of the school year or the school year, in accordance with the provisions of the *Education Act*.
4. The process and procedure for dealing with suspensions and expulsions, and their appeals of District decisions, are clearly outlined in the *Education Act* and the *Education Appeals Regulations*. The Board shall ensure that the parent and/or the student are offered copies of the aforementioned legislation.
5. A student and/or their parent, under the Education Act, Section 43, may request that the Minister review the decision of the appeal committee in the event of a student expulsion.
6. The decision of the Minister is final.

**Approved and Adopted:  
May 2008**

**Reviewed:  
June 14, 2011**

**Revised:  
October 13, 2020**

**Policy 16**

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**PARENT ADVISORY COUNCILS**

Parents play a key role in the education of their children and are important educational partners in the District. The Board supports and encourages the establishment of a Parent Advisory Council (PAC) in each school in the District, and for it to operate in an advisory and/or support capacity to schools and the Board.

**Specifically**

1. At the beginning of each school year, each PAC shall establish an executive structure and meeting schedule, and inform the school administration of these items.
2. A record of each PAC meeting will be forwarded to their assigned Trustee for information.
3. All PAC funds shall be held by the school in trust. Expenditure of PAC funds must be approved at a PAC meeting and authorized in writing by the PAC chairperson. Bookkeeping of PAC funds is to be completed by the school finance and administration assistant.
4. Fundraising shall be conducted in accordance with the established administrative procedures governing fundraising.
5. Principals, or their designate, are required to attend PAC meetings.
6. Trustees are expected to attend their assigned PAC meetings.
7. Community partnerships and sponsorships must be approved by the principal.
8. Access to school facilities must be approved by the principal.
9. All PAC meeting agendas shall be made in consultation with the school principal at least two days before the meeting date to allow sufficient time for school administration to gather information and/or request attendance of administration specialists to attend the meeting. Agendas to be distributed to attendees prior to the meeting.

**Approved and Adopted:  
May 2008**

**Reviewed:  
June 14, 2011**

**Revised/Approved:  
October 8, 2019**

## Policy 17

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### RETURN TO WORK

Yellowknife Education District No. 1 (YK1) is committed to preventing workplace injuries and illnesses. In the event an employee is injured or ill due to a workplace incident, YK1 is committed to ensuring their successful transition back to work through a Return-to-Work (RTW) program.

If employees are unable to perform their regular full duties as a result of an illness or injury, we:

- take all reasonable steps to return the employee to their pre-injury/illness position in a timely manner; and
- return the employee to suitable work which is safe and consistent with their functional abilities, if they are unable to return to their pre-injury/illness position.

Employee and employer RTW roles and responsibilities are as follows:

Employees will:

- contact employer as soon as possible after the injury or illness occurs, and maintain communication;
- assist with identifying suitable and available employment;
- accept suitable employment when identified;
- provide updates on medical status and progress throughout recovery period;
- inform healthcare provider of available suitable work when identified; and
- provide any appropriate information requested to the employer and the Workers' Safety and Compensation Commission during the return to work process.

The employer will:

- contact employee as soon as possible after the injury or illness occurs, and maintain communication;
- provide suitable and available employment;
- stay in touch with employee throughout the recovery period; and
- provide the Workers' Safety and Compensation Commission with any appropriate information requested concerning the employee's return to work.

YK1 will develop individualized RTW plans for injured/ill employees which include processes for RTW recovery and ensure regular communication between employees and the employer. Communication can be in the form of in-person meetings, via telephone conversations, by emails, or written correspondence.

YK1 is committed to ensuring the success of their safe RTW program.

*Return to Work Program – YK1*

**Approved and Adopted:  
February 14, 2012**

## Policy 18

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### HEALTH & SAFETY POLICY

Yellowknife Education District No. 1 (YK1) is committed to providing and maintaining a safe and healthy working environment for all employees, contractors and visitors while providing a safe and healthy learning environment for students.

We believe our health and safety system is an integral part of our operational activities and each of us must share the responsibility to ensure the health and safety of all persons engaged in work activities for YK1.

To meet this commitment, YK1 will, with input from its employees, support and maintain a comprehensive health and safety program that meets, or exceeds, accepted workplace standards and legislative requirements of the Northwest Territories. We will continue to develop and implement health and safety education and training programs to ensure everyone has the knowledge and skills required to work in a safe and productive manner.

- A job safety analysis, by the employer and the employee, will aid in the determination for safe work practices.
- Based on a job hazard analysis appropriate personal protection equipment will be identified and required for a safe working environment.
- All employees and contractors employed by YK1 must use the appropriate personal equipment where potential hazards exist.

It is the responsibility of all administration, employees, contractors and visitors to cooperate with YK1 for the safety of themselves, others engaged in work and those who may be present at any YK1 facility.

All employees are required to comply with YK1 Health and Safety Policies and Procedures at all times, and support our contractors and visitors with compliance of the same.

YK1 is responsible for creating and maintaining a safe work environment for all employees, contractors and visitors. This is achieved through the continual development of health and safety systems, and the allocation of appropriate resources.

YK1 will seek input from its employees for continued improvement of this policy.

**Approved and Adopted:  
April 2014**

## Policy 19

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### NUTRITION IN SCHOOLS

The Yellowknife Education District #1 (YK1) School Board recognizes that eating a balanced diet of healthy food is important for growth, development and learning. It reduces the risk of obesity, heart disease, cancer, diabetes and osteoporosis. The Board believes schools have a responsibility to foster and support healthy eating through role modeling, and consistency with what is taught in our curriculum, and the foods that are served and sold in our schools. It is important to establish healthy eating behaviours in childhood to provide children and youth with the opportunity to develop healthy eating behaviours for life. Healthy eating behaviours begin at home in early childhood, and later become a cooperative effort between the home and the school. Our vision is to make the healthy choice the easy choice.

YK1 will improve student access to nutritious, healthy, safe, reasonably priced, and attractively presented food choices. YK1 will attempt to reduce hunger among children living with food insecurity, through enhanced access to nutritious foods within the school setting, provided in a non-stigmatizing manner.

YK1 will have schools that provide and maintain supportive environments that promote healthy food, both in the foods available at school and through educational programs. YK1 will develop procedures and guidelines, and provide assistance to schools in achieving the objectives of this policy by promoting these procedures and guidelines.

The School Board recognizes that the quality of food available at school is an important determinant of healthy eating for children. These guidelines will cover all foods and beverages sold and served in YK1 schools including canteens/cafeterias, vending machines, school food programs, fundraising activities and campaigns, dances and special events.

The School Board believes that nutrition education is important and most effective if a comprehensive approach involving the school and broader community is used. Teachers and school staff are valuable resources in helping students understand the relationship between nutrition, health and physical activity, and developing a healthy relationship with food. The School Board will encourage teachers and staff to demonstrate healthy eating habits, and encourage them in students.

While recognizing that parents are ultimately responsible for their child's nutritional health, schools should work with their parent groups and other community partners to encourage and support parents to:

- Ensure that their children eat a healthy breakfast
- Pack healthy lunches

- Prepare, cook and eat healthy meals at home

The School Board expects all trustees, staff, students, parents and volunteers to embrace and support this policy; promoting nutrition education and creating an environment of positive food messages.

**Approved and Adopted:  
June 2014**

## Policy 20

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### **BULLYING PREVENTION and INTERVENTION POLICY**

#### **Belief Statement**

Yellowknife Education District No. 1 (YK1) believes that bullying is a serious issue that has far reaching consequences for both the school community and society at large. Providing students with an opportunity to learn and develop in a safe and respectful society is a key responsibility for schools.

Education, going to school, being with friends, should be a positive experience, not one that leaves lingering fears and apprehension. It is important to know that we all have a responsibility to create an environment where everyone feels safe, accepted and valued. It is our responsibility to make our school communities a better place by being respectful of others and standing up against bullying whenever it happens.

At YK1, we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported, and the report will be addressed quickly.

YK1 promotes the elimination of all bullying, specifically bullying that will:

- a) Adversely affect a student's ability to learn;
- b) Adversely affect healthy relationships and the school climate; and
- c) Adversely affect a school's ability to educate its students.

YK1 recognizes that anyone can be bullied, and discourages all bullying. It also recognizes that with the access of social media 'cyber bullying' can occur to anyone anywhere at any time, and that some people are especially vulnerable to the effects of bullying, such as the disadvantaged, the disabled and sexual minorities.

#### **Definition**

Bullying is a dynamic of unhealthy interaction. Much of the research on bullying to date breaks it down as having three components:

1. It is an intentional negative act that causes harm.
2. It is repeated. The repetition may be by one individual constantly picking on another or it can involve a larger group, maybe a whole class, harassing one individual.

3. There is a desire for power or control over another. Usually one person has a distinct advantage of power over the other. The power differential may be a result of a number of advantages, for example, size, strength, age, social status, number of supporters, etc.

Types of bullying behavior include social aggression, verbal aggression, physical aggression and intimidation.

### **Implementation**

The Superintendent is to implement this policy at all school facilities and functions. The superintendent shall also develop and communicate procedures on bullying prevention and intervention to all schools. Thereafter, each school shall develop and implement school-wide bullying prevention and intervention plans as part of the School Improvement Plan. The Superintendent is further to communicate this policy, and the definition of bullying, to the school community and other school stakeholders.

All administrators, teaching and non-teaching staff, pupils and parents should:

1. Have an understanding of bullying,
2. Maintain a high level of awareness for bullying and its impacts,
3. Be aware of the school policy on bullying, and follow it when bullying is reported, and
4. Know what they should do if bullying arises.

Components of the plans will include the following (but not be limited to):

- a) The definition of bullying,
- b) Prevention strategies,
- c) Intervention strategies,
- d) Parental involvement,
- e) Integrating anti-bullying education with curriculum,
- f) Training strategies for members of the school community, and
- g) Communication and outreach strategies.

Administration shall develop a monitoring and review process to determine the effectiveness of bullying prevention and intervention policies and procedures.

In addition, the Superintendent is to report at least semi-annually to the Board the number of instances of bullying reported, types, the nature of bullying prevention training throughout the District, and the impact of the District's bullying prevention initiatives. The report also shall include the measures/mitigation taken with respect to those who bully and those who have been bullied.

**Policy Review**

YK1 believes the impacts of bullying on the education of children must be continually addressed, and that bullying is an ongoing issue. Therefore to ensure this Policy is current and meets any existing legislation the Policy will be reviewed annually as part of the Board Annual Performance Evaluation.

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Legislative References: *Education Act* of the Northwest Territories

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**Approved and Adopted:  
June 2015**

## Policy 21

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### DUTY TO REPORT

#### Purpose

To create and sustain an ethically sound and transparent environment in which Yellowknife Education District No.1 (YK1) Board Members and employees will report any allegations of misconduct, ethics, code of conduct, concerns up-to illegal acts by any or all members of the Board, Administration, or the Staff, without fear of reprisal.

#### Statement

All Board Members and employees are accountable and responsible to:

- a) act in the best interest of the children in their care,
- b) utilize public finances in a manner that builds public trust; and
- c) conduct themselves in a manner that does not bring them into a conflict of interest.

Board Members and/or employees who believe that another Board Member or employee is not meeting their responsibilities under this Policy have a duty to report the behaviour. YK1 will not retaliate against any employee who, in good faith, makes a complaint/disclosure or raises concern in accordance with this policy or discloses information to an external agency/body against the Board, a Trustee(s), or any employee of the YK1 based on a reasonable and honest belief that the information is true and in the public interest. If a person makes a complaint/disclosure under this policy in bad faith or knowingly provides false or materially inaccurate information, they shall be subject to disciplinary actions.

This policy applies to all Board Members and any individual employed by YK1.

The Superintendent must develop and maintain an Administrative Procedure (AP 403 - Duty to Report) to operationalize this policy.

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#### References: Whistleblower Policy

[https://www.yellowknife.ca/en/city-government/resources/Policies/DOCS-510336-v2-WHISTLEBLOWER\\_POLICY\\_ADOPTED\\_BY\\_COUNCIL\\_NOVEMBER\\_27\\_2017.pdf](https://www.yellowknife.ca/en/city-government/resources/Policies/DOCS-510336-v2-WHISTLEBLOWER_POLICY_ADOPTED_BY_COUNCIL_NOVEMBER_27_2017.pdf)

The City of Yellowknife

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**Approved and Adopted:  
April 13, 2021**

## Policy 22

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### HARASSMENT PREVENTION and RESOLUTION POLICY

#### Purpose

Yellowknife Education District No.1 (YK1) seeks to maintain a respectful workplace by creating an environment where the negative impact of harassment is understood by all and every individual is empowered to act when they see improper conduct.

#### Statement

Harassment in any form, including in the use of social media, and abuse of authority constitutes improper conduct and will not be tolerated. It is prohibited for any YK1 employee or volunteer to subject any individual in the workplace to harassment.

YK1 is committed to providing a respectful workplace through the:

- a. prevention of harassment by:
  - i. promotion of this comprehensive harassment prevention and awareness policy,
  - ii. ensuring all staff are trained in harassment prevention and resolution
  - iii. advising all individuals with a YK1 workplace that they have the right to be treated respectfully and with dignity in a workplace free of harassment; and
  - iv. ensuring teachers, supervisors, and leaders at all levels take immediate steps, whether a complaint has been submitted, to stop any harassment that:
    - they witness; or
    - is brought to their attention,
- b. resolution of harassment by:
  - i. establishing efficient harassment complaint resolution processes,
  - ii. offering informal conflict resolution, in a timely fashion, if appropriate,
  - iii. taking steps in the workplace when it has been determined that harassment has not occurred but that an inappropriate behaviour exists; and
- c. monitoring of the effectiveness of this policy and other applicable policies.

This policy applies to all individuals within a YK1 workplace.

The Superintendent must develop and maintain an Administrative Procedure (Harassment AP 171) to operationalize this policy.

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References:

WSCC Harassment Code of Practice, March 27, 2019

<https://www.wsc.ca/documents/harassment-code-practice>

NWT Human Rights Act 2020

<https://nwthumanrights.ca/wp-content/uploads/2020/04/2020-HumanRightsAct.pdf>

Canadian Charter of Rights and Freedoms

<https://laws-lois.justice.gc.ca/eng/const/page-15.html>

Government of Northwest Territories: Harassment Free and Respectful Workplace Policy.

[https://www.fin.gov.nt.ca/sites/fin/files/resources/harassment\\_free\\_and\\_respectfull\\_workplace\\_policy\\_2017.pdf](https://www.fin.gov.nt.ca/sites/fin/files/resources/harassment_free_and_respectfull_workplace_policy_2017.pdf)

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**Approved and Adopted:  
April 13, 2021**