



Yath ísum  
Always growing  
Grandissons ensemble

**QUALICUM SCHOOL DISTRICT  
POLICY COMMITTEE OF THE WHOLE - AGENDA**

**MONDAY, NOVEMBER 20, 2023  
1:00 P.M.  
VIA VIDEO CONFERENCING**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 299 157 061 62

Passcode: EUmeAy

**Facilitator:** Trustee Carol Kellogg

*Mandate: To discuss and make recommendations to the Board on all matters related to Bylaws, Policy, Administrative Procedures.*

**AGENDA**

We would like to give thanks and acknowledge that the lands on which we work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

**1. INTRODUCTIONS**

**2. FOR INFORMATION**

- a. Administrative Procedure to Policy 705: Corporate/Community Sponsorships, Partnerships, and Advertising in Schools.

**3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING**

(Intent and philosophy and edits)

- a. Policy 100: Sustainable Practices - with any changes as received by committee members
- b. Policy 105: Use of School Facilities and its attendance Administrative Procedures
- c. Bylaw 5: Parent/Student Appeals to the Board of Education – housekeeping/wordsmithing/logo change
- d. Bylaw 6: Indemnification – housekeeping/wordsmithing/logo change
- e. Bylaw 7: Bylaw and Policy Development and Review – housekeeping/wordsmithing/logo change

**4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING**

(Line by line content and edits)

- a. Bylaw 2: Board Structure
- b. Bylaw 3: Meetings of the Board
- c. Bylaw 4: Banking
- d. Policy 103: New/Repurposed Facilities

**5. POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING**

(Final review including input on AP's)

- a. 600: Personnel (changes to years of service)

**6. FUTURE TOPICS**

**7. NEXT MEETING DATE**

Monday, January 15, 2024 via video conferencing



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 705

CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND  
ADVERTISING IN SCHOOLS

**Purpose**

These Administrative Procedures are written in support of Policy 705: Corporate/ Community Sponsorships, Partnerships, and Advertising in Schools.

The Board supports the development of sustainable education-business relationships between the Board, its schools, and the community provided they do not compromise the District's commitment to maintaining safe, caring and inclusive schools.

The Board or, in the case of a school, the Principal or designate, in consultation with school partner groups, shall have the authority to decline any form of donation, sponsorship or partnership that is inconsistent with the values, principles or policies of the School District or the particular school.

No employee of the School District shall accept a personal gift in cash or kind, or benefit from the corporate sponsor or donor. Corporate involvement programs shall not limit the discretion of the schools, teachers, and the School District in the use of sponsored materials.

Sponsorships or sponsorship agreements exceeding \$25,000 in amount or longer than one (1) year in duration shall be confirmed by contract through the School District. Proposals shall be sent to the Secretary Treasurer's office with a detailed rationale to obtain appropriate approvals and/or draw up proper legal agreements in consultation with all stakeholder groups.

Each sponsorship arrangement should have an agreed upon sponsor acknowledgement plan prior to accepting the sponsorship or donation. The sponsor acknowledgement plan shall be approved by the school principal in consultation with the education partner groups for school level sponsorships. The Secretary Treasurer's office will ensure the sponsor acknowledgement plan is acceptable and consistent with this policy for District-wide sponsorship agreements.

Sponsor or partner activity must not infringe on any collective agreement or labour relations' practices.

**Advertising**

In general, the sales, the promotion of sales or the support to sales by canvassing, advertising or by other means on the part of any commercial enterprise may be seen as a violation of the safe and secure environment for students or an invasion of the privacy of parents or teachers.

Recognized charitable organizations and agencies and other organizations having educational and community services attributes may be allowed the opportunity to approach school principals or designated Board staff at the discretion of the Superintendent.

**Local businesses or donors may be solicited for sponsorship in exchange for limited space advertising in schools publications such as yearbooks, brochures and programs, with the principal's approval.**



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 705

CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND  
ADVERTISING IN SCHOOLS

Distribution of materials supplied by genuine, community-oriented organizations may be authorized by the Superintendent, provided that they do not demand undue disruption of school time or routine, and provided that they do not contain political, religious or inflammatory material/messages/images which might create unfavourable community reaction and/or run counter to School District values.

### Partnerships

The Board supports and encourages partnerships that:

- Treat the educational and personal welfare of students as the paramount concerns and are in accordance with the highest ethical standards and considerations
- Address an identifiable educational or operational purpose or need consistent with the School District's strategic priorities, statements of purpose, and the provincial goals of education
- Increase the equitable access of students to high quality educational programs, service or learning resources.

### Donations

The School District is able to issue tax receipts for cash donations and donations of furniture, equipment or similar items valued \$1000 or less. In accordance with Canada Revenue Agency's Policy 413, donated items valued at more than \$1000 must be independently assessed by a third party before the School District can issue a tax receipt. A sponsorship payment from a business for which the business receives a material advantage such as promotion or advertising (for example, in a press release) as part of an acknowledgement plan may not be eligible for a tax receipt under Canada Revenue Agency's rules.

New or used equipment must be at a standard acceptable for use in classrooms and schools and meet School District specifications. Equipment must be installed according to the standards of the School District. The school principal shall consult with the appropriate Board office staff to make this determination. The school and/or School District must consider costs of installation, maintenance, repairs, and training, where necessary, to ensure funds are available to support the acquisition of the donated equipment. If accepted, donations shall become the property of the School District.

### District Parent Advisory Council/Parent Advisory Council (PAC)

The District Parent Advisory Council and a school's Parent Advisory Council (PAC) are often successful fund-raising groups whose efforts facilitate the acquisition of equipment, goods or services in support of one or more schools. Decisions on the methods of raising funds for a school shall be made in consultation with the Superintendent of Schools and/or the school's Principal in accordance with School District policies and administrative procedures.

### Reference:

- Board Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising in Schools



**Dates of Adoption/Amendments:**

**Adopted:** 2018.02.27

**Amended:** 2022.11.22

DRAFT



**Context:**

The Board of Education recognizes a world-wide climate emergency is occurring. Environmental sustainability is the responsibility of trustees, senior staff, principals/vice principals, teachers, students, support staff, parents and community.

**Policy Statement:**

The Board will take action to reduce operational and life-cycle costs, lessen the impact on our domestic energy infrastructure, and provide environmental stewardship through lower carbon emissions.

The Board will ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The Board will provide a strong educational approach to understanding the climate emergency.

**Guiding Principles:**

- a. A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.
- b. The review and continuous improvement of the school district's energy management plan within the financial resources available.
- c. The development and delivery of educational programs, activities and initiatives that enable students to develop the skills, knowledge and attitudes that will help sustain the environment.
- d. Communicating environmental sustainability initiatives, and consulting with partner groups on the implementation of new initiatives.
- e. The expectation of students and staff to actively reduce their energy use and material consumption.
- f. The integration of environmentally sustainable considerations into the operations, educational and business decisions of the school district.
- g. The selection of equipment and systems in consideration of energy issues, product incentives and rebates from utility providers.

**Definitions:**

Sustainable practices are those business, educational, and individual practices that result in a smaller carbon footprint and enhanced presence in our curriculum aimed at creating a culture of conservation.

**References:**

- [Administrative Procedures to Board Policy 100: Sustainable Practices](#)
- [Sustainable Schools Best Practices Guide](#), Ministry of Education and Child Care

**Dates of Adoption/Amendments:**

Adopted: 1992.02.25

Amended: 1994.02.22: 2016.08.31: 2020.09.22: **2023.09.26**



### Purpose

These Administrative Procedures will support [Board Policy 100: Sustainable Practices](#) in order to develop the collective responsibility to protect and conserve the environment.

### Requirements

1. The Secretary-Treasurer (or designate) shall establish an energy management plan that includes, but is not limited to, the following components:
  - a. Integration of environmentally sustainable considerations into the School District's business decisions related to:
    - i. Lighting
    - ii. Heating, ventilation, air conditioning systems
    - iii. Renovation and new construction
    - iv. Recycling programs
  - b. Purchasing policies that encourage suppliers to meet or exceed the District's environmental management standards.
  - c. Mechanisms to regularly assess and continually improve the District's environmental sustainability performance.
  - d. Creating, managing and monitoring a carbon reduction plan in keeping with provincial programs and expectations of government.
2. The Director of Operations (or designate) will be responsible for managing all expenditures, and for formulating and implementing the energy management plan.
3. The Director of Operations (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice principals, teachers, support staff and students.
4. The school principal will facilitate energy management programs and procedures at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the Director of Operations. This includes the closing of windows and doors during when the HVAC is required, turning off of lights, and the removal of extraneous appliances.
5. Principals and vice-principals will be responsible for ensuring that climate action is a consideration for field trips in keeping with Board [Policy 502: Field Experiences \(Trips\)](#).
6. Teachers and support staff are encouraged to integrate environmental themes at every level and provide the opportunity for students to participate in energy management initiatives.



7. The District shall encourage the use of locally developed Environmental Studies courses and/or units in schools and learning activities that utilize a wide range of appropriate local environmental field trips.

**References:**

- [Board Policy 100: Sustainable Practices](#)
- [Board Policy 502: Field Experiences \(Trips\)](#)
- [Sustainable Schools Best Practices Guide, Ministry of Education and Child Care](#)

**Dates of Adoption and Amendments:**

Adopted: 2016.08.31

Ammended: 2020.09.22: 2022.10.25: **2023.09.26**

DRAFT





**Context:**

The Board of Education recognizes that, while its job includes ensuring that facilities are used for their intended purposes and maintained to the highest standard. When not in use, these facilities may be available for use by the larger community also ~~are an integral part of the larger community.~~ As such, the Board should ensure that procedures are in place that see to effective rental or community use, security of property, effective use of sports field and playgrounds, and appropriate use of the Lasqueti teacherage

**Policy Statement:**

The Board ~~supports the community by allowing use of available facilities when not in use for educational purposes~~ will ensure that its facilities are maintained to the highest reasonable standards.

**Guiding Principles:**

- ~~1. When not in educational use, facilities will be available for rental or lease to community partners, or groups.~~
2. Facilities will be used first and foremost in support of the education of students.
3. Security of all school district facilities and grounds should be paramount in district planning and operations.
4. Teacherages will be first offered to School Staff, and then to other members or departments of the School District.
5. Should a building become available, the Board will encourage and seek out long-term leases.
6. All rentals and leases will be charged a fee that will cover the costs of hosting the community activity and may reflect fair market value.
7. Outdoor facilities, including sports fields and playgrounds should be well designed in collaboration with school administration, and should be made available to the community through joint use agreements where possible.
8. When not being used by the School District, ~~outdoor~~ facilities may be available for public use.

**References:**

- [Administrative Procedures to Board Policy 105: Use of School Facilities](#)

**Dates of Adoption/Amendments:**

Adopted: 2020.10.27

Amended:





This Administrative Procedure is intended to provide procedural support for Board Policy 105 in four specific areas:

- I. Rentals and Community Use
- II. Security of Property and Assets
- III. Sports/Grounds Areas and Site Playgrounds
- IV. Lasqueti Teacherage (Housing)

## I. RENTALS AND COMMUNITY USE

The Board of Education believes that school facilities, when not required for school use, may be made available for use by the community and that school facilities should be used as extensively as possible. Rental rates and procedures will be in place to ensure that facilities and grounds are provided to community users at a rate that provides net revenue to the school district as possible and appropriate, knowing that in certain cases rental rates will be cost recover only.

### PROCEDURES

1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.
2. The Board of Education has established the following user priority for the use of school facilities and equipment:
  - a. **School Programs:**  
School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.
  - b. **Youth Programs:**  
Groups operating solely for youth under 18 and where they use instructors and/or volunteers to organize and teach activities. E.g. Regional District of Nanaimo Recreation Programs Scouts, Girl Guides, district youth sports associations, etc.
  - c. **Non-Profit Organizations/Adult Recreation Groups:**  
Groups which have paid instructors or organizers for activities and all adult groups.



d. **Commercial:**

Profit oriented and non-resident individuals and organizations.

Organizations which charge their members/participants and involve paid organizers and/or instructors who are funded either directly or on a fees for services basis. (Political or religious organizations are included in this group).

3. **Applications:**

- a. All applications are processed by the School District's Director of Operations or designate.
- b. Applications must be made at least 21 days prior to the event taking place.
- c. An application fee of \$25.00 per application will be charged to recover the administrative costs.
- d. The applicant must receive a booking confirmation from the Director of Operations or designate prior to using a district facility (***Approval from a school principal is not valid.***)

4. **Bookings:**

- a. Groups who have had a regular booking satisfactory to the Board in the previous school year will have until June 30 to renew their booking. After this date, bookings will be made as they are received.
- b. Preference for early evening times will be given to youth programs.
- c. School principals will advise the Operations & Maintenance Department of space availability by July 1 and January 1 of each year.

5. **Rental Fees:**

- a. Rental fees shall be paid in full at the end of August, the end of December, and the end of June.
- b. Fees will be charged as listed in Schedule "A".
- c. The Board may demand, in full or in part, payment of the rental fee at the time application is made. Should payment be refused on demand, the rental agreement will not be approved.
- d. Bookings may be cancelled without cost if notice of cancellation is received by the Secretary-Treasurer or the Secretary Treasurer's designate 24 hours 5 days prior to the booking date. The Renter will pay the full rental fee if notice is not received as stipulated above.
- e. Rental of school buildings does not include use of school or classroom equipment. Use of such equipment and associated costs must be determined in discussion with the ~~school's principal~~ Director of Instruction.
- f. School activities, tournaments or other programs (carnivals, auctions, etc.) that require custodial services on Saturdays, Sundays, holidays, or after normal hours shall be invoiced for custodial costs.



**6. User Responsibilities:**

- a. Renters must comply with all Board administrative procedures (including those which prohibit use of tobacco, vaping products, cannabis or alcohol on school district property).
- b. Renters may be requested to provide the booking confirmation to the custodian at the site.
- c. Access is limited to the area and times identified by the rental application.
- d. Renters may bring into the school their own equipment or props. Such equipment and props must be removed prior to the following school day unless otherwise authorized by the principal. Failure to do so will result in the equipment or props being removed at the Renter's expense.
- e. The Renter is responsible for any damage and repairs to the premises and the equipment, furniture, fixtures and chattels.
- f. The Renter is responsible for any costs involved in securing facilities left open by the Renter.
- g. Renters must leave the facilities and equipment in the condition and location that they were found.
- h. Rental times entered on the application by the Renter are understood to be entry and exit times. Any setup or clean up time needed are to be within the times indicated on the application form.**

**7. Supervision:**

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.
- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or designate.
- c. All groups using school facilities shall:
  - i. identify to the custodian the individual appointed by the organization who is responsible for the group
  - ii. provide adequate security for the area being rented and proper supervision of participants
  - iii. comply with Board administrative procedures and direction from the custodian

**8. Cancellation:**

- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
- b. The Board reserves the right to terminate any approved rental agreement.
- c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
- d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.



**9. Insurance and Liability:**

- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
- b. Proof of liability coverage must be provided upon application.
- c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.
- d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

**II. SECURITY OF PROPERTY AND ASSETS**

The Board of Education believes that access to school district facilities should be controlled, and that a system should be maintained that does not impede access for authorized use.

1. The Operations and Maintenance Department shall:
  - a. Be responsible for the cutting and distributing of all keys within School District No.69 (Qualicum).
  - b. Be responsible for providing keys to district office staff as required.
  - c. Ensure that a record is kept of all keys cut and distributed to the schools or district staff.
  - d. Ensure that District alarm systems are properly maintained and monitored.
  - e. Advise principals in writing of all improper or unauthorized access as reported by the monitoring service.
2. Each Principal or designate shall:
  - a. Be responsible for the distribution of all door and alarm keys for their school staff, except to Operations and Maintenance staff and custodians.
  - b. Ensure staff are aware of the opening and closing procedures and aware of this policy.
  - c. Maintain an up-to-date registry of all keys within their jurisdiction.
  - d. Maintain a daily register of building entries after hours.
3. Staff members shall:
  - a. Arrange access by obtaining an entry/alarm key from the school Principal or Designate
  - b. Disarm the alarm system upon entering the building and ensure the front door remains locked or that access is controlled and the facility is secured during the period of their use.
  - c. Enter name and details of visit in register, giving time of entry and departure.



- d. Upon departure ensure that:
  - i. there are no persons in the building
  - ii. the alarm system is activated
  - iii. the building is secure
  
4. The Monitoring Service shall:
  - a. Monitor district alarm systems.
  - b. Report all fault (trouble) alarms to the Operations and Maintenance Department.
  - c. In the first instance report all fire alarms to the relevant fire hall and then to the Operations and Maintenance Department emergency phone number.
  - d. Report all intruder alarms to the district security runner service.
  - e. Report all personal panic alarms to the district security runner service.
  - f. Report all high water-high sewer alarms in the first instance to the district security runner service and then to the Operations and Maintenance Department emergency phone number.
  - g. Report all buildings with low temperature alarms to the Operations and Maintenance Department emergency phone number.
  
5. The District Security Runner Service shall:
  - a. Respond to alarm calls from the monitoring service.
  - b. Respond to calls from designated district staff for emergent work.
  - c. Send regular reports to the Operations and Maintenance Office.
  
6. Access to district facilities during non-operating hours is restricted to authorized school district employees.
  
7. Authorized access is granted by the Secretary Treasurer or designates (principal, vice-principal).
  
8. Staff wishing to access the school during Christmas, Spring or Summer breaks must confirm with the School Principal or the Director of Operations or designate to ensure there will be no conflict with the safety, security, planned maintenance or renovation projects.. Facility uses must be scheduled and booked as per Administrative Procedure – Rental and Use of School Facilities and Equipment.
  
9. A key control system is to be established by district administration in accordance with administrative procedures approved by the Board.
  
10. Community Use  
Keys will be issued by the Operations and Maintenance Department Office for:
  - a. facilities use as required and returned after use is complete.
  - b. joint use through the District 69 Recreation Commission.
  
11. Lost Keys  
Individuals or groups who lose a key may, as required to maintain the security of district assets, be subject to either of the following at the discretion of the Director of Operations:



- a. \$50.00 charge.
  - b. actual cost of re-keying any or all buildings.
12. Any person not complying with proper entry procedures, which results in a runner service callout, will be held responsible for absorbing the cost incurred by the District, and will be invoiced by School District 69 (Qualicum). A first warning will be provided before invoicing for cost recovery.

### **Damage to Buildings and Equipment**

The Board of Education believes that a student who has caused willful damage to school property be subject to engaging in restorative processes including restitution for damage caused.

13. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone, email and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
14. The Superintendent of Schools will be notified by telephone and by letter of the student involved and the extent of the damage.
15. The Operations and Maintenance Department shall assess the cost of repair and/or replacement.
16. The Secretary Treasurer may invoice the student/parent for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board of Education.
17. This does not limit School Protection Branch from further civil action.
18. In special circumstances, a student may negotiate school/community service as a form of compensation.

### **III. SPORTS/GROUNDS AREAS AND SITE PLAYGROUNDS**

1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the Director of Operations for review as to appropriate construction methods and to the School Health and Safety Committee for review.
2. The Director of Operations, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.





3. The Director of Operations will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.
4. The Director of Operations and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.
5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. The worksite must meet all Workers Compensation Board regulations and be subject to spot inspections.
7. The worksite will be subject to inspection by all applicable Inspection Authorities at any time.

#### **IV. LASQUETI TEACHERAGE (HOUSING)**

1. The Board of Education acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.
2. The use of teacherages shall be administered by the Secretary Treasurer.
3. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
4. The Board shall determine an appropriate monthly rate to be charged in respect of each unit of housing accommodation.
5. Terms and Conditions
  - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
  - b. The rent shall be paid by the teacher through payroll deduction.
  - c. Teaching staff will be refunded for any monthly unused portion of the annual rent.
6. The teacher to whom the teacherage is let shall reside in the teacherage.
7. The teacher shall not sub-let the teacherage or any part thereof.
8. The teacher shall be responsible for telephone, internet and cable services.
9. The Board shall supply power, water and septic/sewer at no charge.





10. Maintenance of Board-owned appliances shall be the Board's responsibility.
11. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.
12. The teacher shall vacate the teacherage on termination of the teacher's teaching assignment.

**References:**

- [Board Policy 105: Use of School Facilities](#)

**Dates of Adoption/Amendments:**

Adopted: 2016.08.31  
Amended: 2020.10.27: **2023.04.25**

DRAFT

**SCHOOL DISTRICT No. 69 (QUALICUM)**

**ADMINISTRATIVE PROCEDURE**

**RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT**

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**SCHEDULE A**  
**HOURLY RATES FOR RENT OF FACILITY\***

**MONDAY TO FRIDAY**

CATEGORY	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	No charge	No charge	No charge	No charge	No charge
Youth Programs	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

**WEEKEND/STATUTORY HOLIDAY**

CATEGORY	CUSTODIAL SERVICE	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	4 hrs. min. (when required)	No charge	No charge	No charge	No charge	No charge
Youth Programs	4 hrs. min (when required)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	4 hrs. min.	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	4 hrs. min.	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

**\*An application fee of \$25.00 per application will be charged to recover the administrative costs.**



PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

**PURPOSE**

A student and/or parent may appeal a decision of an employee of the Board of Education that significantly affects the education, health or safety of a student in accordance with the provisions of the [School Act \(s. 11\)](#) and this Bylaw.

The following decisions shall be deemed to significantly affect the education, health or safety of a student:

- a. Disciplinary suspension from school for a period in excess of ten (10) consecutive days.
- b. Suspension from school for a health condition.
- c. Placement in an educational program.
- d. Grade promotion and graduation.
- e. Refusal to offer an educational program to a student from 16 to 19 years of age.
- f. Failure to consult with families regarding the goals and content of an individual education program.
- g. Any other decision that in the opinion of the Board of Education or the designate significantly affects the education, health or safety of a student.

A student and/or parent seeking to appeal the decision of any Board officer or employee under this Bylaw must first engage in good faith attempts to resolve his/her concerns through the processes set out in Board Policy ~~6240~~ [710: Resolution of Complaints](#), including proceeding through the three step resolution process described therein.

The procedures for hearing student/parent appeals by the Board of Education shall be applied in accordance with the guiding principles set out in Board Policy ~~6240~~ [710: Resolution of Complaints](#).

**TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Parent/Student Appeals to the Board of Education Bylaw No. 5."

Read a first time this \_\_\_\_ day of November 2023.

Read a second time this \_\_\_\_ day of January 2024.

Read a third and final time, passed and adopted this \_\_\_\_ day of February 2024.

Original signed copy on file

\_\_\_\_\_  
CHAIRPERSON OF THE BOARD

Original signed copy on file

\_\_\_\_\_  
SECRETARY TREASURER



PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

**REFERENCES:**

- [Administrative Procedures to Board Bylaw 5: Parent/Student Appeals to the Board of Education](#)
- [School Act: Sections 11.1\(1\), 175\(2\)\(r\) and Regulation 24/08: Appeals Regulation](#)
- [Board Policy 6240 710: Resolution of Student and Parent Complaints and its attendant administrative procedures](#)
- ~~[Administrative Procedures: Resolution of Complaints](#)~~
- [BC Confederation of Parent Advisory Committees Councils \(BCCPAC\) Resources](#)  
~~[Speaking Up! Booklet](#) (Checked with BCCPAC and the guide has been removed from their website as it was outdated and no longer relevant)~~

**DATES OF ADOPTION AND AMENDMENTS:**

Adopted: 2016.03.08

Amended:

DRAFT



**NOTICE OF APPEAL**

Name of Student: \_\_\_\_\_

Address of Student: \_\_\_\_\_

Placement of Student: \_\_\_\_\_

(including, where appropriate, grade level and home room teacher)

Name of Person Making the Appeal: \_\_\_\_\_

Address of Person Making the Appeal: \_\_\_\_\_

Decision being Appealed: \_\_\_\_\_

Date of Decision being Appealed: \_\_\_\_\_

(date on which the student/parent bringing the appeal was informed of the decision)

Name of Board Employee who made the Decision being appealed: \_\_\_\_\_

Particulars of the effects on the student's education, health and/or safety: \_\_\_\_\_

Please provide the grounds for the appeal and the action requested or relief sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Board Bylaw 5: Parent/Student Appeals to the Board of Education

Summary of steps taken by the student/parent to resolve the matter: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate whether you are requesting an oral submission or would prefer only to submit written documents:

Oral Submission

Written Submission Only

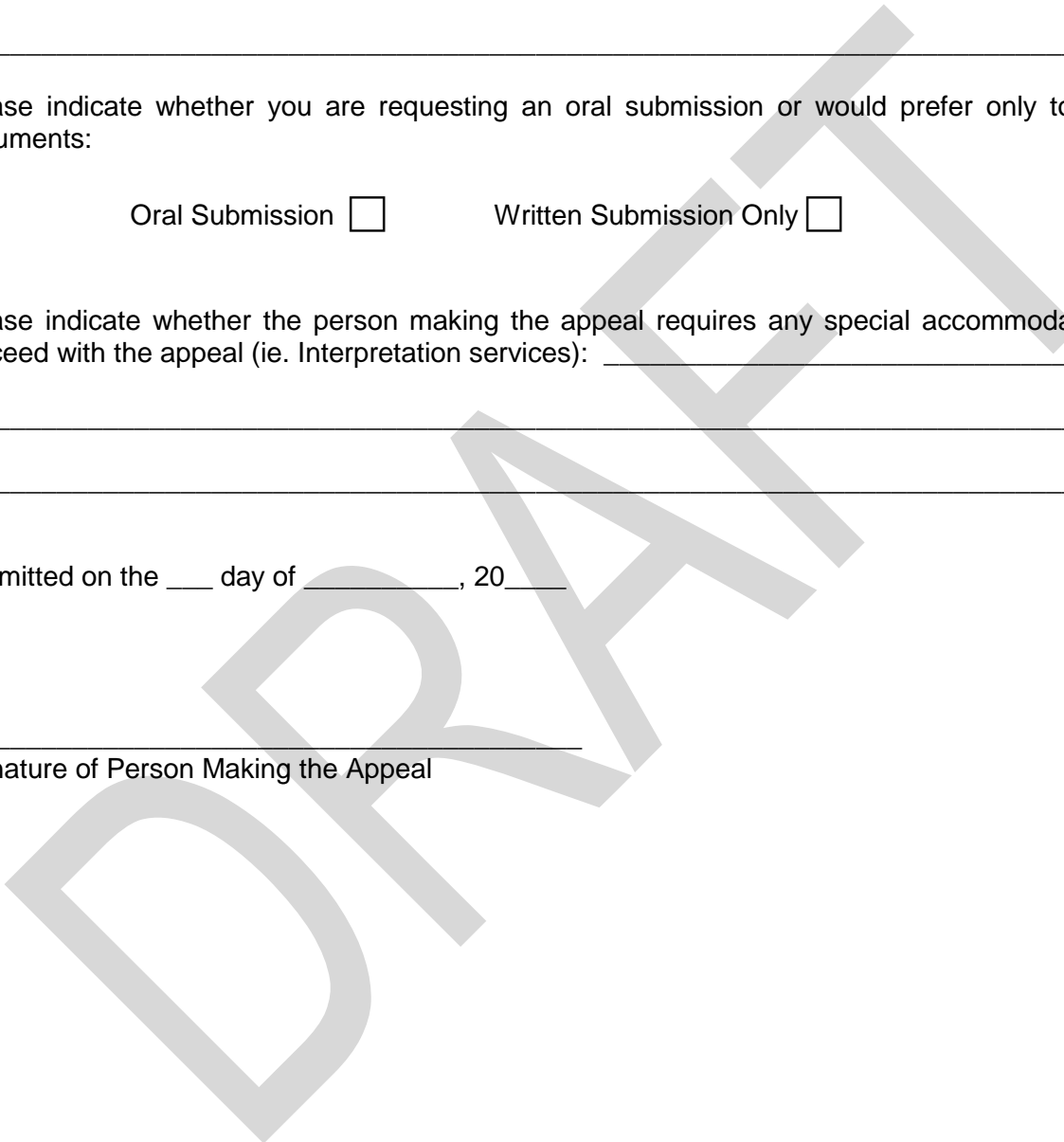
Please indicate whether the person making the appeal requires any special accommodation in order to proceed with the appeal (ie. Interpretation services): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Person Making the Appeal





ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

The following procedures for hearing student (parent) appeals by the Board of Education (hereinto after called 'the Board') shall be applied in accordance with the guiding principles set out in Board Policy ~~6240~~: 710: *Resolution of Complaints*.

1. **PRE-APPEAL RESOLUTION OF COMPLAINTS PROCESS**

(Summary to Board Policy ~~6240~~ 710: *Resolution of Complaints*)

- 1.1 A student and/or parent seeking a review of a decision of any Board officer or employee under this Bylaw must engage in good faith attempts to resolve their concerns through the processes set out in Board Policy ~~6240~~: 710: *Resolution of Complaints*, including by proceeding through the three step resolution process described therein, namely:

**Step One – Initial Contact:**

The complainant is encouraged to communicate directly or in writing with the respondent regarding the concern in a good faith attempt to resolve the concerns/issues.

**Step Two – Facilitated Contact:**

A facilitator, usually the respondent's direct supervisor, will arrange to meet with the parties in an attempt to resolve the concerns/issues.

**Step Three – District Review:**

The Superintendent or his/her designate will review the complaint and seek to bring the matter to a conclusion

- 1.2 If the decision under review is a decision of a Principal, ~~Assistant~~ **Associate** Superintendent, Superintendent or Secretary-Treasurer, then the parties may omit Step 2 in the Process.
- 1.3 If no resolution is reached by Step 3, the student or parent may commence an appeal to the Board in accordance with Section 2 below. The decision under appeal will be the decision, as confirmed, varied, amended or substituted, by the Superintendent or Secretary-Treasurer at Step 3 of the above process.

2. **STARTING AN APPEAL**

- 2.1 To commence an appeal to the Board under this Policy ~~Bylaw~~, a student or parent must complete and file with the Secretary Treasurer a "Notice of Appeal", in such form as the Board may require from time to time and including the information set out in Section 2.2 below. (See attached Notice of Appeal form.)
- 2.2 An appeal must be filed no later than fifteen (15) school days from the date the student/parent received notice of the decision at Step 3 of the process described in Section 1 above. If the fifteen days expires on a Saturday, Sunday, statutory holiday or other school holiday, the period will be deemed to expire on the next following school day.





ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

2.3 The Notice of Appeal must include:

- a. the name, address and school placement of the student (including, where appropriate, grade level and home room teacher);
- b. the name and address of the person(s) making the appeal;
- c. the decision that is being appealed;
- d. the date on which the student (parent) bringing the appeal were informed of the decision;
- e. the name of the Board employee who made the decision being appealed;
- f. particulars of the effects on the student's education, health or safety;
- g. the grounds for the appeal and the action requested or relief sought;
- h. a summary of the steps taken by the student (parent) to resolve the matter;
- i. whether the person is requesting an oral hearing or would prefer only to submit written documents; and,
- j. whether the person making the appeal requires any special accommodation in order to proceed with the appeal (such as, for example, interpretation services).

2.4 The Secretary-Treasurer is responsible on behalf of the Board for:

- a. receiving Notices of Appeal;
- b. reviewing Notices of Appeal for completeness and timeliness;
- c. giving any notices which may be required under collective agreements;
- d. receiving and distributing documents relevant to an appeal;
- e. communicating with the appellants and others on matters relating to an appeal hearing;
- f. arranging any accommodation required; and,
- g. scheduling the hearing

The Secretary-Treasurer may designate another staff member to carry out these responsibilities. If the Secretary-Treasurer has participated in the dispute resolution steps of Policy 6240 710 or is the employee whose decision is being appealed, another staff member shall be designated.

2.5 The Secretary-Treasurer may schedule a hearing before the Board for purposes of reaching a decision on a preliminary matter without first complying with all of the requirements (as outlined in Section 3 below) for a full hearing of the appeal on its merits. The Secretary-Treasurer may choose to convene such a hearing when he/she is of the opinion that:



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

- a. an appeal is not timely;
- b. the individual/s bringing the appeal have refused to participate in good faith during the dispute resolution steps of Board Policy ~~6240~~ **710**: *Resolution of Complaints*;
- c. the appeal is not an appeal of a decision of a Board employee or the decision does not significantly affect the student's education, health or safety; and/or,
- d. there is any other preliminary matter that should be settled before a hearing of an appeal on its merits is undertaken.

In a case where the Secretary-Treasurer deems a preliminary hearing necessary, any applicable collective agreement requirements must still be complied with.

- 2.6 The Secretary-Treasurer will notify appellants of any preliminary hearing connected with an appeal and provide the opportunity to make written submissions on the preliminary issues to be determined.

**3. PRE-HEARING RESPONSIBILITIES**

- 3.1 Upon receipt of a Notice of Appeal, the Superintendent shall be notified. The Superintendent or a person designated by the Superintendent to be responsible for investigation and presentation of the appeal will prepare a report for the Board concerning the matter of the appeal and is responsible for gathering information to be presented to the Board, other than the information to be presented by the appellant(s).
- 3.2 If the appellant is under the age of nineteen (19) years and no parent is named as an appellant, a parent will be notified. Every attempt will be made to ensure that the student is accompanied by a support person.
- 3.3 If the appellant has not met with the Superintendent during the dispute resolution process, at the Superintendent's request the appellant(s) is required to meet with the Superintendent or a person designated by the Superintendent. A report of this meeting shall be included in the report for the Board prepared under 3.1 above. The report may include the Superintendent's recommendation as to whether the dispute should be referred to an outside mediator.
- 3.4 Any notices under relevant collective agreements are given.
- 3.5 Instead of an oral hearing, the Board may determine that an appeal will be decided on the basis of written submissions only.
- 3.6 The appellant(s) is notified of the date, time and place of the appeal and of the requirement to provide any documents in advance.
- 3.7 A copy of the report prepared under 3.1 will be provided to the appellant(s) no later than 48 hours before the time set for the hearing.



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

- 3.8 The appellant is required to provide copies of any documents on which he or she intends to rely, or copies of written submissions, no later than 24 hours before the date/time set for the hearing.

**4. HEARING AND DECISION**

- 4.1 The Board will decide the appeal based on the oral and/or written submissions presented to it and, for an oral hearing, will determine the order of, and time allotted for submissions.
- 4.2 At any time the Board may request further information from the appellant or the Superintendent or designate and may adjourn in order that such information may be obtained.
- 4.3 The Board may make any interim decision it considers necessary pending the disposition of the appeal.
- 4.4 The Board may invite submissions from any person whose interests may be affected by the Board's decision on the appeal.
- 4.5 The Board may refuse to hear an appeal where:
- the appeal has not been commenced within the time set out under 2.2
  - the student and/or parent has refused or neglected to discuss the decision under appeal with the person(s) specified in Policy 6240 **710**, the Superintendent or delegate or such other person(s) as directed by the Board.
  - the decision does not in the Board's opinion significantly affect the education, health or safety of the student.
- 4.6 The Board may hear an appeal despite any defects in form or technical irregularities and may relieve against time limits.
- 4.7 Appeals and decisions on appeals will be held in closed session.
- 4.8 The Board will ensure that each party has received all documentation provided by the other party prior to the hearing.
- 4.9 At the end of each party's submission, members of the Board may ask questions.
- 4.10 When questioning by members of the Board is complete, the parties leave and the Board meets to decide how it will dispose of the appeal.
- 4.11 The Board must make a decision as soon as practicable and, at longest, within 45 calendar days, from receiving the Notice of Appeal.
- 4.12 The Board may reconsider its decision only:
- if it is satisfied new evidence or information would have a material effect on the decision and that the failure to present that evidence or information at the original hearing is satisfactorily explained;



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

- b. the decision contravenes the law; or,
  - c. a reconsideration is directed or requested in connection with an appeal of the Board's decision under School Act s. 11.1.
- 4.13 A decision of the Board of Education is not necessarily final as 2008 School Act amendments have made provision for appeals of Board decisions, in certain circumstances, to be heard at the provincial level by the Ministry of Education. For more information, contact the Student Appeals Branch of the Ministry of Education.
- 4.14 The parties will be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable. It is understood that any decision made will be a collective decision of the Board and that a statement of reasons for the decision may not be able to adequately capture the reasoning of individual members.
- 4.15 Decisions made by the Board regarding appeals are not precedential and are not binding on future decision-makers or future Boards of Education.

**References:**

- [School Act: Sections 11.1\(1\), 175\(2\)\(r\) and Regulation 24/08: Appeals Regulation](#)
- [Board Bylaw 5: Parent/Student Appeals to the Board of Education](#)
- [Board Policy 6240 710: Resolution of Complaints and its attendant Administrative Procedures](#)
- [BC Confederation of Parent Advisory Committees \(BCCPAC\) Speaking Up! Booklet Resources](#)

**Dates of Adoption and Amendments:**

Adopted: 2016.03.08

Amended:



Attachment to: Board Bylaw 5: Parent/Student Appeals to the Board of Education

**NOTICE OF APPEAL**

Name of Student: \_\_\_\_\_

Address of Student: \_\_\_\_\_

Placement of Student: \_\_\_\_\_  
(including, where appropriate, grade level and home room teacher)

\_\_\_\_\_  
\_\_\_\_\_

Name of Person Making the Appeal: \_\_\_\_\_

Address of Person Making the Appeal: \_\_\_\_\_

Decision being Appealed: \_\_\_\_\_

Date of Decision being Appealed: \_\_\_\_\_  
(date on which the student/parent bringing the appeal was informed of the decision)

Name of Board Employee who made the Decision being appealed: \_\_\_\_\_

Particulars of the effects on the student's education, health and/or safety: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the grounds for the appeal and the action requested or relief sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Attachment to: Board Bylaw 5: Parent/Student Appeals to the Board of Education

**NOTICE OF APPEAL**

Summary of steps taken by the student/parent to resolve the matter: \_\_\_\_\_

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Please indicate whether you are requesting an oral submission or would prefer only to submit written documents:

Oral Submission

Written Submission Only

Please indicate whether the person making the appeal requires any special accommodation in order to proceed with the appeal (ie. Interpretation services): \_\_\_\_\_

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Submitted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Person Making the Appeal



## **PURPOSE**

A bylaw to provide that the Board of Education shall indemnify a trustee, an officer or an employee of the Board against a claim for damages arising out of the performance of that person's duties; and for an inquiry or proceeding involving the administration and conduct of the business of the school district; and will pay legal costs incurred in a court proceeding arising out of the claim or the legal costs arising from such inquiries or proceedings.

WHEREAS the [School Act R.S.B.C. 1996 c. 412](#) provides that the Board of Education may by bylaw provide that the Board will indemnify a trustee, an officer, or an employee of the Board against a claim for damages against a trustee, officer, or employee of the Board arising out of performance of that person's duties and, in addition, pay legal costs incurred in proceeding arising out of the claim;

AND WHEREAS the [School Act R.S.B.C. 1996 c. 412](#) also provides that the Board may by bylaw indemnify a trustee, an officer, or an employee of the Board where an inquiry under [Part 2 of the Public Inquiry Act](#) or other proceeding involves the administration and conduct of business of the School District, and also pay legal costs incurred in a proceeding arising out of the inquiry or other proceeding;

NOW THEREFORE the Board of Education of School District No. 69 (Qualicum) in open meeting assembled enacts as follows:

### **1. Interpretation**

In this bylaw, which may be cited as "Indemnification Bylaw No. ~~48~~ 6":

- a. "Board" means the Board of Education of School District 69 (Qualicum);
- b. "trustee" means a member of the Board of Education of School District 69 (Qualicum);
- c. "officer" means a superintendent, associate superintendent, secretary-treasurer, assistant secretary-treasurer, district principal, principal or vice principal of the Board;
- d. "employee" means all Board teaching and non-teaching personnel other than officers;

### **2. Indemnification**

- a. The Board shall indemnify a trustee, an officer, or an employee of the Board against a claim for damages against the trustee, officer, or employee arising out of the performance of that person's duties and, in addition, pay the reasonable legal costs incurred by the trustee, officer, or employee in proceedings arising out of the claim except as otherwise provided for in this bylaw.
- b. The Board shall indemnify a trustee, an officer, or an employee where there is an inquiry under the [Public Inquiry Act](#) or other proceedings involving the administration and conduct of the business of School District No. 69 (Qualicum), and also pay reasonable legal costs incurred in such inquiries or proceedings, except as otherwise provided in this bylaw;
- c. The Board may, by affirmative vote of not less than 2/3 of all trustees, pay any sum required to indemnify a trustee, an officer or an employee if the prosecution arises out of the performance of that person's Board duties, and costs necessarily incurred.





- d. Section 2(a), 2(b), and 2(c) apply in respect of a person who was a trustee, an officer, or an employee of the Board at the time that person's performed the duties out of which the claim, inquiry or other proceeding arise, whether or not that person is a trustee, an officer, or an employee at the time the claim for damages, inquiry, prosecution, or other proceeding arises, or any legal action arising out of the claim, inquiry or other proceeding is commenced or concluded except as otherwise provided in this bylaw;
- e. This bylaw applies only to:
  - i. the performance of duties by current or former trustees, officers, or employees; and
  - ii. inquiries or proceedings arising out of the administration and conduct of the business of School District No. 69 (Qualicum).

**3. Administration of Medication**

Without limiting the generality of Section 2, the Board's indemnification of trustees, officers, or employees against claims for damages as set out in Section 2(a) hereof, shall include, but is not limited to, claims arising from Board-authorized administration of medication to students, supervision of self-administration of medication by students, and performance of physical procedures relating to the medical needs of students.

**4. Contracts**

This bylaw refers to officer and employee employment contracts, including collective agreements, now in force or in force in the future. It does not supersede those contracts or collective agreements.

**5. Exclusions**

- a. In the event that insurance coverage is available to the trustee, officer, or employee with respect to the liability of the trustee, officer, or employee, the Board shall not indemnify the trustee, officer, or employee as the case may be until the available insurance coverage is exhausted.
- b. The Board shall not indemnify a trustee, officer, or employee against:
  - i. legal fees and/or liability resulting from an action or any other proceeding taken by the trustee, officer, or employee against the Board.
  - ii. liability and/or legal fees resulting from investigations or proceedings undertaken pursuant to the [Teachers Act](#) unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
  - iii. a fine, penalty, or order imposed as a result of a conviction for a criminal offense.
  - iv. legal fees incurred in an appeal of any conviction, sentence, judgment, or order unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
  - v. liability and/or legal fees incurred by a trustee where there has been a determination by a Court that the trustee knowingly contravened Section 58 of the [School Act](#).
  - vi. liability and/or legal fees incurred by a trustee, officer, or employee where there is a determination by a Court that the trustee, officer, or employee knowingly permitted and/or authorized an expenditure not otherwise authorized by an enactment.



- vii. liability incurred by a trustee resulting from any restitution ordered pursuant to [Section 63\(1\)\(b\) of the School Act](#).
- viii. those matters for which the Board pursuant to its authority under [Section 95\(3\) of the School Act](#) may seek indemnity from an employee.
- ix. in respect of any complaint of harassment made against the trustees, officer or employee.

**6. Legal Counsel**

For those matters provided in Sections 2 and 3 of this bylaw, and not excluded by Section 5 and 6:

- a. the Board has the authority to appoint and instruct legal counsel; or,
- b. with the prior approval of the Board, the trustee, officer, or employee may retain legal counsel chosen by the trustee, officer, or employee, in which case the Board shall have the right to:
  - i. approve, in advance, any agreement for legal fees and disbursements;
  - ii. pay all or part of the legal fees and disbursements and to set a reasonable maximum for legal fees and disbursements;
  - iii. direct the defence and to settle or compromise a claim or action;
  - iv. review the account of the legal counsel pursuant to the *Legal Profession Act* and the trustee, officer, or employee shall include such a term in an agreement with that person's legal counsel; and,
  - v. determine whether or not the trustee, officer, or employee will be reimbursed by the Board for legal fees or any portion of the legal fees that have been paid by the trustee, officer, or employee prior to the approval of the Board.

**7. Amounts Payable**

Any amount that may be payable by the Board shall be reduced by any court costs awarded and paid to the trustee, officer, or employee.

**8. Advancing Legal Costs**

The Board may advance legal costs to the trustee, officer, or employee prior to the final resolution of a claim or action in order to prevent undue hardship. When the Board advances such costs to a trustee, officer, or employee, the trustee, officer, or employee shall provide written authorization for the Board to deduct an amount equivalent to the costs advanced from future funds payable to the trustee, officer, or employee by the Board. The authorization shall only be used by the Board if it is determined at a later date that the trustee, officer, or employee is not entitled to be indemnified pursuant to the terms of this bylaw.

**9. Severability**

If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.

**10. Citation**

This bylaw may be cited for all purposes as Board of Education of School District No. 69 (Qualicum) "Indemnification Bylaw No. 6".



**TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Indemnification Bylaw No.6".

Read a first time the \_\_\_\_\_ day of November 2023.

Read a second time the \_\_\_\_\_ day of January 2024.

Read a third and final time, passed and adopted this \_\_\_\_\_ day of February 2024/

Original signed copy on file

\_\_\_\_\_  
CHAIRPERSON OF THE BOARD

Original signed copy on file

\_\_\_\_\_  
SECRETARY TREASURER

**DATES OF ADOPTION AND AMENDMENTS:**

**Adopted:** 1999.01.26

**Amended:** Review – October 2000: Review – March 2006: 2006.10.24: 2015.02.24:  
2019.10.22



BYLAW AND POLICY DEVELOPMENT AND REVIEW

**PURPOSE**

The Board of Education believes that one of its major responsibilities is to provide leadership in education through setting Policy/By-law in accordance with both local circumstances and provincial directions. The Board's objective in establishing policy is to provide direction and guidance in the operation of the School District and its schools. Policy will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board. The Superintendent will be responsible for the development of Administrative Procedures that accompany Board policies.

It shall be the Board's practice to follow a specific process of policy making, the aim being not only to ensure the best possible results but also to encourage appropriate participation by all staff, representatives of partner groups, and the community. The Board will ensure that its Bylaws and Policies will be accessible to all staff, partners and the community.

In consideration of the development of or amendments to bylaws and policies:

1. The Board of Education is responsible for establishing bylaws and policy to guide those employees to whom the Board delegates specific and general administrative and management duties.
2. Development of or amendments to bylaws and policies shall be within the oversight of the Board's Standing Policy Committee of the Whole, which will deliberate in public and with the involvement of advisors the committee. Recommendations will flow from the committee to the Board as part of the Board's monthly public Board meetings.
3. Bylaws and policies will be developed in keeping with the definitions below.
4. Bylaws and Administrative Procedures will be formatted according to need. Policies will be formatted with the following headings:
  - Context (preamble, whereas statement)
  - Policy Statement (clear statement of action or intent)
  - Guiding Principles (board beliefs)
  - Definitions
  - References (statutory, policy, contractual)
  - Dates of Adoption/Amendment
5. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw, by resolution or by Board Policy.
6. The formal adoption of bylaws and policies shall be by three readings of the Board and recorded in the minutes. Only those written statements so adopted and recorded shall be regarded as official Board Policy. The Board is committed to a consistent, open and fair process for the development of policy prior to, and accompanying, the three readings required for adoption.



**BYLAW AND POLICY DEVELOPMENT AND REVIEW**

*Page 2 of 3*

7. The formal adoption of bylaws of the Board shall be by three distinct readings. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
8. Policies may be proposed for adoption, revision or appeal by any member of the board, staff member, student, parent or member of the community, by utilizing the worksheets for “New Policy Development” or for “Request for Policy Revision” attached to this Bylaw.
9. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.
10. The Board may request the Superintendent to change an administrative procedure to Board Policy and will provide the rationale for same.
11. The Superintendent must inform the Board of any changes to administrative procedures.
12. The Board may also repeal a Policy and subsequently delegate, to the Superintendent, authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
13. The Board shall review each policy every Board term (four years).

**GUIDING PRINCIPLES**

When a proposed bylaw, policy or administrative procedure is being developed or reviewed, the following questions shall be considered:

1. What is the intent or rationale?
2. What is the impact on students and their families?
3. Is there consistency with Board philosophy, mission statement, goals and objective? If not, why not?
4. How will consistency with other policies, regulations, bylaws or legislation be ensured?
5. In what ways is the issue of significance or of general public concern?
6. Is the policy or regulation written in concise and easily understood language? If not, what could be changed?
7. What, if any, are the financial considerations?
8. What, if any, are the legal implications?

**DEFINITIONS**

*Bylaw:* A rule or set of rules that defines the operation of an organization and that establishes governance of the internal affairs of the organization.



BYLAW AND POLICY DEVELOPMENT AND REVIEW

*Policy:* A set of rules that both describe and prescribe what will be expected in particular situations that are within the requirements of an organization.

*Administrative Procedures:* A set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability

**TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Bylaw and Policy Development and Review Bylaw No.7."

Read a first time this \_\_\_\_ day of November, 2023.

Read a second time this \_\_\_\_ day of January, 2024.

Read a third and final time, passed and adopted this \_\_\_\_ day of February, 2024.

*Signed copy on file*

\_\_\_\_\_  
CHAIRPERSON OF THE BOARD

\_\_\_\_\_  
SECRETARY TREASURER

**STATUTORY REFERENCES**

[School Act](#) : Sections 65(4), 68(1), 68(4), and 85(2)

**DATES OF ADOPTION AND AMENDMENTS:**

Adopted: January 1999

Amended: December 2002, May 2008, May 2009, February 2013, October 2014, August 2015, February 2020



**PURPOSE**

A bylaw to set out processes for inaugural meetings, election of the chairperson and vice-chairperson, appointment of trustee representatives, trustee remuneration, and duties of the chairperson and presiding officers.

**I. INAUGURAL MEETINGS**

1. In an election year, the Inaugural Meeting of the Board of Education, shall be held on the first Monday after November 1.
2. The chairperson of the inaugural meeting shall be the secretary-treasurer until such time as the chairperson of the board has been elected.
3. Election of the chairperson shall be in accordance with the procedures outlined in Section II.
4. The interim chairperson shall announce the results of the trustee elections prior to the swearing-in ceremonies.
5. The Swearing of Oaths and the taking of Declarations shall be done by the secretary-treasurer, or by a Judge of a Court of Record or by a Justice.
6. The interim chairperson shall call for nominations for chairperson of the board by ballot and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, the person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. This process will continue until a Chairperson is elected.
7. Following the election of the chairperson of the board the order of business shall be:
  - a. Election of a vice-chairperson of the board
  - b. Motion to destroy the nomination and election ballots
  - c. Passage of banking resolutions
  - d. Discussion of committee and representative appointments
8. The election of vice-chairperson shall follow the same procedure as that for the chairperson.

**II. ANNUAL ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE BOARD**  
(non-election years)

1. The chairperson and the vice-chairperson shall be elected for a term of one year commencing September 1<sup>st</sup> of each year, except in election years.





The election shall be held at the regular board meeting in August of each year, except in election years. In an election year, the chairperson and vice-chairperson terms will extend up to the trustee elections.

2. Until the board chairperson is elected, the interim chairperson of the meeting shall be the Secretary Treasurer.
3. The interim chairperson shall call for nominations by ballot for chairperson of the board and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. This process will continue until a Chairperson is elected.
4. Following the election of chairperson of the board, the order of business shall be:
  - a. Election of vice-chairperson of the board;
  - b. Passage of banking resolutions.
  - c. Discussion of committee and representative appointments.
5. The election of the vice-chairperson of the board shall follow the same procedure as that for the chairperson of the board.

Reference: **Section 67 of the *School Act***

### **III. APPOINTMENT OF TRUSTEE REPRESENTATIVES**

The chairperson of the board shall annually appoint trustee representatives to external and district internal committees.

Trustee representation and participation on committees shall be approved by the board.

### **IV. TRUSTEE REMUNERATION**

1. Trustee remuneration will be established as follows:
  - In the first year of the term the remuneration will be the previous year's provincial average trustee remuneration as established by the BC School Trustees Association (BCSTA).
  - In all subsequent years of a term, the remuneration will be increased by the consumer price index of the previous calendar year
2. The chairperson shall receive an additional 20% of the base trustee remuneration. The vice-chairperson will receive an additional 10% of the base trustee remuneration.
3. Each board, during budget deliberations in the fourth year of its term, shall review the trustees' remuneration and make any adjustments the board deems appropriate. Such changes will be effective as of the election of the new board.



**V. CHAIRPERSON AND PRESIDING OFFICERS**

1. The chairperson shall preside at all meetings of the board, shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Ministry of Education.
2. The vice-chairperson shall have the powers and duties of the chairperson, in the chairperson's absence or during the chairperson's disability, and such other powers and duties as the Board may from time to time determine.
3. In the event that neither the chairperson nor the vice-chairperson is able or willing to take the chair the presiding officer shall be such person as the board may elect for that meeting.
4. The presiding officer shall rule on all points of order and shall state reasons and the authority for ruling when making a ruling.

A board member shall have the right to appeal the presiding officer's ruling.

An appeal may only be requested immediately after a ruling and before resumption of business.

**VI. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Board Structure Bylaw No. 2."

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Read a third and final time, passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
CHAIRPERSON OF THE BOARD

\_\_\_\_\_  
SECRETARY TREASURER



**PURPOSE:**

To set out the structure of meetings and rules for the conduct of meetings that will allow each Trustee to be heard and make informed decisions

**I. RULES OF ORDER**

1. Where these rules are silent and where not inconsistent with these Rules, *Robert's Rules of Order* shall apply to the conduct of meetings.
2. The Board may adopt a procedural Rule for one or more meetings by resolution of a simple majority of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
3. The Rules may be amended by Bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
4. The presiding officer's ruling on a point of order shall be based upon Rules of Order as stated in paragraph (1) above.
5. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
6. All questions shall be decided by a vote on the motion.
7. These Rules shall be applicable to all regular, special and in-camera meetings of the Board.

**II. MOTIONS**

1. Motions shall be phrased in a clear concise manner so as to express an opinion or achieve a result. All motions shall be stated in the positive. The preamble does not form part of a resolution when passed.
2. The presiding officer may divide a motion containing more than one subject if the presiding officer feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
3. No motion, other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. (See Item 7 below.)
4. All motions must be seconded in order that they may be recognized by the board chair and allow debate to proceed.



5. All motions shall be subject to amendment except the following:
  - a. Motion that the question be now put.
  - b. Motion for adjournment of debate or adjournment of a meeting.
  - c. Motion to table unless such a motion contains a date for further consideration of the matter tabled.
  - d. Motion to refer to committee.
  - e. Motion to proceed to next business.
6. **Amendment**

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and this shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
7. **Reconsideration**

A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority of the votes cast.

### III. REGULAR BOARD MEETINGS

1. There shall be one regular meeting of the board of education held on the fourth Tuesday in each calendar month at 6:00 p.m. during the regular school year. **Meetings may be done via video-conference as determined by the board.**
2. Due to the winter and spring break periods, the regular board meetings in December and March will be held on a the second Tuesday of those two months.
3. During the summer months of July and August one regular meeting of the board of education shall be held on the last Tuesday in August at 6:00 p.m. No regular meeting will be held in July.
4. A quorum for all regular meetings shall be a majority of trustees holding office at the time.
5. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these bylaws.
6. All regular meetings of the Board shall be open to the public.
7. Improper conduct at meetings shall be dealt with as set out in *the School Act*. Any person deemed by the presiding officer to be guilty of improper conduct shall be expelled. **The board chair may call a recess at their discretion.**



8. The secretary-treasurer or another employee designated by the board must be present at the time that a decision of the board is rendered and must record any decision.
9. The order of business at all regular meetings unless varied by resolution shall be as follows:
  - 1) Call to Order and Introductions
  - 2) Acknowledgement of Traditional Territory
  - 3) Adoption of the agenda
  - 4) Approval of the Consent Agenda
  - 5) Delegations/Presentations (10 minutes each)
  - 6) Public Questions and Comments (related to agenda items)**
  - ~~6~~ 7) Business arising from the minutes.
  - ~~7~~ 8) Mount Arrowsmith Teachers' Association
  - ~~8~~ 9) Canadian Union of Public Employees, Local 3570
  - ~~9~~ 10) District Parents Advisory Council
  - 11) Action Items
  - 12) Information Items
  - 13) Education Committee of the Whole Report
  - 14) Finance and Operations Committee of the Whole Report
  - 15) Policy Committee of the Whole Report
  - 16) Reports from Representatives to Outside Organizations
  - 17) Trustee items
  - 18) New or Unfinished Business
  - 19) Board Correspondence and Media
  - 20) Public Question Period (*on any topic*)
  - 21) Adjournment
10. A change to the prescribed order of business may be proposed by any trustee and shall require the consent of a simple majority without debate.
11. The agenda shall be prepared by the secretary-treasurer and the superintendent of schools under the direction of the chair and shall be ~~available at the Board office by noon of the day preceding the~~ **posted on the district website on the Friday prior to the** regular board meeting.
12. An addition to the agenda of any item not listed requires the consent of a simple majority without debate.
13. Minutes of all regular meetings shall be kept by the secretary-treasurer in accordance with the *School Act*.
14. Minutes of all regular meetings shall be communicated electronically upon ratification by the board.



**IV. IN-CAMERA BOARD MEETINGS**

1. The board of education may meet in-camera for the following purposes:
  - a. To discuss matters of collective negotiations between the board and School district staff.
  - b. To discuss acquisition, lease, sale or exchange of real property prior to completion.
  - c. To consider information regarding appointment, employment, dismissal and personnel matters.
  - d. Legal opinions and or claims respecting the liability or interest of the board.
  - e. Matters pertaining to individual students including conduct, discipline, suspension or expulsion.
  - f. Medical examiners or examinations and medical reports.
  - g. Matters pertaining to the safety, security or protection of board property.
  - h. Such other matters as the board may decide.
2. Attendees at the board in-camera meetings will include all trustees, the superintendent of schools, the secretary-treasurer, the associate superintendent, and, by invitation, other senior management staff in relation to specific agenda items, including operations, human resources, labour relations and legal matters.
3. Minutes of an in-camera meeting shall be kept in the same manner as a regular meeting, shall be approved by the Board in an in-camera meeting and ratified by the board in regular meeting. The minutes of an in-camera meeting shall not be filed with the minutes of regular meetings. A Section 72 Report, as per *the School Act*, shall be made available to the public following approval by the Board.
4. An agenda, similar in format to that of a regular meeting, shall be prepared by the secretary-treasurer and the superintendent of schools under the direction of the chair. The proposed agenda shall be available at the board office by noon of the day preceding the meeting.
5. The order of business at all in-camera sessions, unless varied by motion, shall be as follows:
  1. Call to order
  2. Adoption of the Agenda
  3. Approval of the Minutes
  4. Business Arising from the Minutes
  5. Personnel Items
  6. Action Items
  7. Information Items
  8. New or Unfinished Business
  9. Trustee Items
  10. Adjournment





6. All newly elected school trustees shall be invited to attend any in-camera board meetings between the time of their election and the Inaugural Board Meeting.

**V. SPECIAL MEETINGS**

A special meeting of the board of education may be called by the chair of the board or, upon written request of a majority of the trustees, may be called by the secretary-treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. For public meetings, time for public comments and/or questions will be included. Public comments/questions must be directly related to the topics on the special meeting agenda

1. All reasonable steps shall be taken to notify each trustee 24 hours in advance of a special meeting.
2. In the event of crisis or catastrophe within the school district, all reasonable steps shall be taken to notify each Trustee immediately of a special meeting.
3. The agenda shall be set by the board of education. The agenda shall be prepared by the secretary-treasurer and/or the superintendent of schools under the direction of the chair.

**VI. DELEGATIONS**

1. Delegations wishing to appear before the board shall provide a request in writing to the secretary-treasurer by 9:00 a.m., the Monday one week prior to a board meeting. The exception will be for statutory holidays that fall on the third Monday of the month that will require the request from the delegation to be received by 9:00 a.m. on the Friday before the statutory holiday Monday. The request shall include the brief to be presented.
2. The secretary-treasurer will advise the board chair of the request. The board chair, at the board chair's discretion, will rule whether the delegation will be heard by the Board. The period of time normally allocated to the delegation shall be ten minutes. The secretary-treasurer will advise the delegation of the board chair's decision.
3. At the earliest opportunity following the board's decision the secretary-treasurer will contact the spokesperson of the delegation to advise the delegation of the board's decision and subsequently, confirm the board's decision in writing to the delegation.

**VII. CONSENT AGENDA**

1. The full agenda, including the consent items should be disseminated prior to the board meeting along with copies of reports and back up materials so that board members can do their due diligence prior to voting.





2. As the first item of business the board chair should ask if anyone wishes to remove an item from the consent portion of the agenda.
3. The board chair then asks for a motion to accept the consent agenda.
4. Once the motion has been received, the board chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
5. If any items were removed from the consent agenda the board chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the board chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

What Belongs on the Consent Agenda?

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial, including:

- Approval of minutes
- Reports for information only e.g. Enrolment Report
- Routine matters such as appointments to committees
- Field trip approvals
- Matters which do not appear to warrant a discussion
- Information from the Ministry of Education or provincial organizations
- **Status of Action Items**

**VIII. PUBLIC QUESTION PERIOD**

1. The Board of Education encourages the participation of members of the public at each Regular Board Meeting.
2. Persons wishing to question the Board during the public question period should stand and identify themselves.
  - a. Questions at a Regular Board Meeting may deal with any topic related to the Board's conduct of the schools.
  - b. Questions at Special Board Meetings must be related to the call of the meeting.
3. Questions asked by the public will, when possible, be answered immediately by the board chair or referred to staff members present for reply. Questions requiring investigation shall be referred to the board chair or administrative staff for consideration and later response.



4. A question period for the press will be provided after the meeting adjourns.

## IX. BOARD STANDING COMMITTEES

1. The board will operate within three board standing committees, all of which will be Committees of the Whole:
  - i. Education Committee of the Whole
  - ii. Finance and Operations Committee of the Whole
  - iii. Policy Committee of the Whole
2. The board chair will, on an annual basis, appoint the Chairperson of each of the board's standing committees.
3. Any matters considered by a committee of the board which have financial implications are to be referred to Finance and Operations Committee of the Whole for comment before the originating committee brings the matter to the board.
4. Education Committee of the Whole:

*Mandate:* ~~To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.~~ **To discuss and make recommendations to the Board on aspects of teaching, learning and educational equity. We will strive to have all students receive whatever they need to develop to their full academic and social potential and to thrive every day.**

*Membership:* The committee will consist of all five trustees, the associate superintendent, the director of instruction, the superintendent, and as topics require, the secretary treasurer. The associate superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

*Operation:* The trustee chair of the committee will host the meeting in a structured but informal manner. Presentations will be scheduled and introduced by the associate superintendent, and will be of a duration that makes sense for that topic at that time, as determined by the chair and associate superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus among trustees, with the chair being the final arbiter of the decision.

5. Finance and Operations Committee of the Whole:

*Mandate:* ~~To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.~~ **To discuss and make recommendations to the Board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability**



*Membership:* The committee will consist of all five trustees, the secretary treasurer, the superintendent, the general manager of operations, and as topics require, the associate superintendent. The secretary treasurer will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

*Operation:* The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the secretary treasurer, with support from the general manager of operations for matters related to facilities, maintenance, technology and transportation. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair will then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. From time to time the finance and operations would have to operate in camera.

This committee will also serve as the Audit Committee of the Board. In that capacity the committee will:

- a. Review the audited financial statements and once satisfied recommend approval by the board of the submission to the Minister of Education and publication of the audited statements;
- b. Review the Statement of Financial Information, specifically the compensation and expenses for employees;
- c. Oversee the internal control structure with a focus on safeguarding district assets;
- d. Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- e. Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- f. Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school district's financial reporting;
- g. Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;
- h. Meet as necessary with the external auditors at an in camera meeting, without staff members present;
- i. Meet annually with the external auditor to review the financial statements;
- j. Have a separate agenda and terms of reference which reflect best practice for audit committees.

6. Policy Committee of the Whole:

*Mandate:* To discuss and make recommendations to the Board on all matters related to ~~policy and bylaws~~ **Bylaws, Policy, Administrative Procedures.**



*Membership:* The committee will consist of all five trustees, the superintendent, the secretary treasurer and the associate superintendent. The superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity. The committee would be supported by the Executive Assistant, Board Governance and Operations.

*Operation:* The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. How matters get to the committee and are then processed by the board will be in accordance with Board Policy 7: *Bylaw and Policy Development and Review*.

7. Committee Meeting Times:  
The time and dates for meetings for the ensuing year will be determined by the board chair in consultation with the board and executive leadership team.

#### X. CHIEF EXECUTIVE OFFICER

The superintendent of schools shall be the chief executive officer of the board and is responsible and accountable to the board for the effective and efficient operation of the school district.

The superintendent of schools will be responsible for ensuring the following:

- a. Leadership and direction is provided at all levels of the school system.
- b. The board is assisted in its short and long-term planning, and in working to achieve the board-approved goals.
- c. The district has an efficient and effective organizational structure and management system.
- d. Processes are in place for the supervision and evaluation of the district's schools, programs and services.
- e. Decisions and policies of the board are implemented.
- f. Resources are allocated based on board-approved budget levels.
- g. Communications within the district and through public and community relations are effective.
- h. A synergy is built within the district that challenges all employees to contribute to the success of the school system.

#### XI. EXECUTIVE COMMITTEES AND COMMUNICATIONS WITH THE BOARD

- a. The Executive Committee, composed of the superintendent of schools, the secretary-treasurer, and the associate superintendent, shall be chaired by the superintendent of schools.



- b. The executive committee shall administer the district and provide leadership in accordance with the Board's directives and policies.
- c. The superintendent of schools shall be the chief spokesperson for the executive committee and is responsible and accountable for the coordination and functioning of the executive committee.
- d. The superintendent of schools shall ensure that information, reports, and proposed resolutions shall be brought to the board table by the appropriate member of the executive committee, either directly, or in support of one of the standing committees as it reports to the board.
- e. Members of the executive committee may consult with individual trustees, or groups of trustees, or committees of the board, as necessary, to carry out their individual responsibilities. Individual trustees, or groups of trustees, or committees of the board may consult, as necessary, with one or more members of the executive committee.
- f. The superintendent of schools shall ensure that executive decisions and recommendations are reached, wherever possible, through discussion and collaboration. However, in cases where a consensus cannot be reached, the superintendent of schools shall, unless the issue is properly a matter to be decided by the board, resolve the issue at hand. In this event the superintendent of schools will report each such resolution to the board at the next opportunity.

**XII. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Meetings of the Board Bylaw No.3".

Read a first time the ~~24th day of September, 2019.~~

Read a second time the ~~22nd day of October, 2019.~~

Read a third and final time, passed and adopted this ~~26th day of November, 2019.~~

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SECRETARY TREASURER

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BOARD CHAIR



**PURPOSE:**

To designate appropriate officers with signing authority.

**I. SIGNING AUTHORITY**

Dual Signing Authority for cheques issued by Qualicum School District shall be as follows: **any two of the following:**

- **Chairperson of the Board**
- **Vice Chairperson of the Board**
- **Secretary Treasurer**
- **Assistant Secretary Treasurer**

1. ~~The Secretary Treasurer and the Assistant Secretary Treasurer.~~
2. ~~Chairperson of the Board and the Secretary Treasurer.~~
3. ~~Chairperson of the Board and the Assistant Secretary Treasurer.~~
4. ~~Vice Chairperson of the Board and the Secretary Treasurer.~~
5. ~~Vice Chairperson of the Board and the Assistant Secretary Treasurer.~~
6. ~~Chairperson of the Board and the Vice Chairperson of the Board.~~

**II. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Banking Bylaw No.4."

Read a first time this ~~22<sup>nd</sup>~~ day of April, 2014.

Read a second time this ~~27<sup>th</sup>~~ day of May, 2014.

Read a third and final time, passed and adopted this ~~27<sup>th</sup>~~ day of May, 2014.

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CHAIRPERSON OF THE BOARD

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SECRETARY TREASURER





**Context:**

The Board of Education believes that the collaborative approaches applied in other areas of School District 69 work should also be used in planning for new/repurposed facilities and additions to existing facilities.

**Policy Statement:**

The Board of Education expects that facilities will be used primarily to support the education of students.

**Guiding Principles:**

1. The Board believes that all facilities should be safe for all students, teachers and community members.
2. Facilities should be built, operated or upgraded to be efficient, cost effective and environmentally sound.
- ~~3. All facilities will be named after places of local Indigenous, historical, or geographical prominence.~~
4. No facilities, nor portions of facilities, will be named after people.
5. Facilities will allow for students, schools and communities to use them as availability permits.

**References:**

- [Administrative Procedures to Board Policy 103: New/Repurposed Facilities](#)
- [The School Act, Sections 74.01](#)
- [The Freedom of Information and Protection of Privacy Act](#)

**Dates of Adoption/Amendments:**

Adopted: 2016.08.31  
Amended: 2020.10.17





### Purpose

This Administrative Procedure describes those procedures that will be used when the Board of Education undertakes the design and construction of new or repurposed facilities as per Policy 103: New/Repurposed Facilities. This does not apply to ongoing maintenance or renovations, rather major projects including both new builds and major renovations that come with repurposing a school or district facility.

### 1. PLANNING

Prior to the initiation of planning, a consultation process shall be undertaken that will involve the Architect (if assigned), school administration or district staff responsible for the facility, the staff assigned to the school or building, students (where appropriate), parents, representatives of the community (as appropriate), the Secretary Treasurer, the Superintendent of Schools, Associate Superintendent of Schools (or designates), Trustees and representatives of the Canadian Union of Public Employees (CUPE) Local 3570, the Mount Arrowsmith Teachers' Association (MATA) and the District Parents Advisory Council (DPAC).

### 2. NAMING

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new facility, or in the case of a repurposed facility the possible renaming of the facility.
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. ~~All facilities will be named after places of local Indigenous, historical or geographical prominence.~~
- d. The final decision shall remain the responsibility of the Board.
- e. A formal request shall be made to the Minister of Education and Child Care to officially name and open the new or repurposed facility, in accordance with Section 73(1) of the *School Act*.

### References:

- [Administrative Procedures to Board Policy 103: New/Repurposed Facilities](#)
- [The School Act, Sections 74.01](#)
- [The Freedom of Information and Protection of Privacy Act](#)

### Dates of Adoption/Amendments:

Adopted: 2016.08.31  
Amended: 2020.10.27; **2022.10.25**



**Context:**

Schools are learning environments that are focused on producing educated citizens. As modelling is one of the most powerful tools in learning, positive treatment of personnel is central to any school district.

**Policy Statement:**

The Board of Education will seek to develop and maintain a positive, healthy and productive climate for all employees at all sites within the district.

**Guiding Principles:**

The Board believes that:

1. Members of MATA, CUPE, QDPVPA and exempt staff are valuable contributors to the achievement of our students and we encourage their input in decision making.
2. The physical, emotional, and intellectual health of all personnel must be maintained in balance with the health and welfare of our learners.
3. All personnel will be fairly and properly reimbursed for legitimate expenses related to their positions.
4. In order to support and improve performance and productivity, all personnel will be subject to a performance review process in keeping with contractual language and contracts of employment.
5. Positive recognition of personnel shall be on-going with specific acknowledgement by the Board of long-term service and retirement from the district.
6. Because employee input is valued, exit interviews should be offered to employees who are leaving the employ of the district.

**Definitions:**

- Long-term service is marked when an employee reaches **10/20/30** years of service in the district.
- Appropriate records checks are defined through police services. Criminal Records and Vulnerable Sector Checks are examples.

**References:**

- [Administrative Procedure to Board Policy 600: Personnel](#)
- [Board Policy 302: Communities and Volunteers' Involvement in our School District](#)
- [Criminal Records Review Act](#)
- Mount Arrowsmith Teachers' Association (MATA) Collective Agreement

**Dates of Adoption/Amendments:**

Adopted: 2021.09.28

Amended: **2022.11.22**