

Policy Committee of the Whole Draft Agenda
October 19, 2020
1:00 PM Via Zoom

Mandate: To Discuss and make Recommendations to the Board on all matters related to Policy and By-laws.

Acknowledgment: We live, play and work on the unceded lands of the Coast Salish Peoples. We thank the Snaw-Naw-As and Qualicum Bands for sharing their territory with us.

1. Introductions of Those Present at the Meeting:
2. Items Potentially Going to First Reading (Intent and philosophy and edits)
 - **New** 606 Respectful Workplace Policy and Administrative Procedure
 - 106 Financial Reporting and Operating Surpluses (replaces 4005 Financial Reporting and 4006 Accumulated Operating Surplus)
 - 108 School Generated Funds (replaces 4008, and also incorporates AP Fundraising)
3. Items Potentially Going to Second Reading (Line by Line content and edits)
 - 509 Educational Change Due to Emergencies
4. Items potentially Going to Third Reading (Final review)
 - 103 New and Repurposed Facilities
 - 104 Video Monitoring
 - 105 Use of Facilities
5. Future Topics – November Meeting
 - Any other policies/AP's related to Administration and Finance
6. Next Meeting Date
November 16, 2020 at 1:00 PM via ZOOM until further notice



Context:

The Board of Education is responsible for creating and maintaining a respectful, healthy and productive learning and working place. A high standard of conduct from all learners and employees is therefore expected, encouraged and maintained. The Board expects all adults involved in the school district to follow the highest standards of conduct in all aspects of their roles and believes that these standards are essential in providing the best learning environment for students.

Policy Statement:

The Board is committed to creating and maintaining a learning and working environment where all adults are treated and treat each other in a courteous and respectful manner.

The Board commits to the ideals of:

- a. A consistent understanding regarding proper and appropriate behavior in dealing with others, including speaking and acting without offending others;
- b. Interactions between people being fair, professional and respectful;
- c. Appropriate conduct being demonstrated with respect to school district property; and,
- d. Concerns being resolved in a timely and effective manner.
- e. Concerns being addressed in their appropriate place, whether within the provisions of a collective agreement, in Board policy or in other regulatory or restorative processes.

Guiding Principles:

1. The Board believes that a respectful, fair and equitable climate must be created, nurtured and actively maintained in all working and learning spaces.
2. The Board believes all members of the learning/working community must be able to easily voice and resolve complaints.
3. All participants engaged in school district activities are expected to conduct themselves in a manner which is courteous, respectful and responsive to the needs of others and which also treats school district property appropriately.
4. All participants can expect to be free from objectionable or abusive behavior and comments.
5. Individuals involved in the learning and working environment are responsible and accountable for their actions.
6. The following are examples of behaviours that will not be tolerated by the board:
 - a. Bullying and harassment including gender based sexual harassment
 - b. Discrimination as outlined in the B.C. Human Rights code.
 - c. Any form of unfair or inequitable treatment based on gender, social class, sexual orientation, gender identity, country of origin, spiritual or religious beliefs.
7. Individuals are responsible for ensuring that their actions and communication with others (including electronic communication) adhere to the spirit and intent of this policy.
8. People in positions of authority are also entitled to a safe working and learning environment free from objectionable and abusive behavior.
9. People in positions of authority are held to a higher standard of performance and are expected to exercise their authority in a fair and consistent manner. As well, people in positions of authority have difficult tasks to perform including assigning work, setting



performance expectations, providing feedback and taking corrective or disciplinary action when necessary. These activities can create tension, but the legitimate exercise of this authority is expected.

References:

- Administrative Procedures to Board Policy 606: Respectful Workplace
- WorkSafeBC – [Toward a Respectful Workplace: A Handbook on Preventing and Addressing Workplace Bullying and Harassment](#)
- Board Bylaw 1: Board of Education
- Policy 6190: Workplace Bullying and Harassment
- Policy 6240: Resolution of Complaints

Dates of Adoption/Amendments:

Adopted:

Amended:

DRAFT



Purpose:

This policy is intended to provide a safe and effective procedure for resolving interpersonal conflicts and reporting inappropriate conduct in the workplace.

Scope:

1. This administrative procedure and associated policy covers all adults involved in the learning or working environment regardless of their role. This includes school district employees, contractors, parents, volunteers, third parties doing business, and members of the general public who interface with the school district.
2. Students are not covered under this policy. Standards for student behavior are addressed under each school's code of conduct.
3. Inappropriate behavior by an adult toward a student is not covered by this policy. The School Act, School District Policy, the Teachers' Regulation Branch, the District's Collective Agreements along with the BC Human Rights Code and employment laws/statutes will define and govern the standard of behavior required by adults when dealing with students.
4. For District employees, this policy does not supersede any provision of an applicable Collective Agreement.
5. The following matters are not subject to the above principles
 - a. Student suspensions of more than five days (See Board Policy: Suspension of students)
 - b. Decisions of the District Discipline Committee
 - c. Investigations/resolutions through employment contracts, collective agreements, or codes of ethics.
 - d. Matters subject to legal proceedings
 - e. Matters involving serious misconduct which warrant an independent investigation and response by the district.
 - f. Malicious, frivolous, or bad faith complaints where the complainant refuses to participate in a respectful resolution process.

Responsibilities

6. School and district administration will ensure that provisions of this policy and administrative procedure are used to support the creation and continuation of respectful workplaces, and for providing support and intervention as needed to that end.
7. Employees will be expected to, in accordance with WorksafeBC requirements, report an incident of violence to their supervisor in accordance with the procedure for the handling of a violent incident.
8. School and district administration will work with anyone alleging an incident of bullying and harassment in accordance with Policy 6190 Workplace Bullying and Harassment.
9. School and district administration will ensure that matters are referred to the processes described in collective agreements as situations dictate.
10. The conduct of the Board of Education is addressed in Board Bylaw 1 under Trustee Code of Ethics.

Definitions:



11. Inappropriate workplace conduct is that which is objectionable and/or unwelcome to an individual. Examples of such conduct include, but are not limited to:
 - a. an action or comment by any person which insults, or degrades another person;
 - b. verbal abuse in any form, such as swearing at or displaying anger toward another person;
 - c. written or verbal comments, actions or gestures or other behaviors;
 - d. "jokes" which are offensive or belittling;
 - e. abusing authority;
 - f. yelling or shouting (except where intended to alert another to danger);
 - g. deliberately excluding an employee from relevant work activities or decision making;
 - h. decision making which is influenced by factors which have no work related purpose;
 - i. attempting to discredit an employee by spreading false information about them.

Resolution Process

12. Any allegation of behavior that is inconsistent with the expectations of this policy and administrative procedure should be referred to the provisions of a collective agreement or board policy where possible. If that is not the case, the following steps maybe undertaken.
13. For context, not all unpleasant or inappropriate conduct amounts to bullying and harassment. Employees might disagree on issues, they might not like what they are asked to do, or they might not be friends with all of their co-workers. However, all employees are expected to do what they can to interact respectfully with others.
14. Given that most reasonable people will change their behavior when they discover it is creating issues for others, a complainant should attempt to resolve concerns informally at the earliest possible stage without unnecessary escalation. The complainant may select an advocate for support through the following process:
 - a. the complainant should attempt to find a suitable resolution directly with the other person involved;
 - b. in the event that a satisfactory resolution was not achieved, the complainant should address the matter with the other individual's supervisor;
 - c. If the issue remains unresolved, the complainant shall refer the matter to the Director of Human Resources for consideration of further mediation or investigation;
 - d. If the issue has not been concluded through the process at 1.3, it shall be referred to the Superintendent (or designate).

Reporting an Incident:

15. In the event that someone uninvolved is a witness to inappropriate conduct (i.e., damage to property, an offense toward another individual, etc.) that individual must report the incident to the supervisor most responsible for that area immediately.



References:

- Board Policy 606: Respectful Workplace
- WorkSafeBC – [Toward a Respectful Workplace: A Handbook on Preventing and Addressing Workplace Bullying and Harassment](#)
- Board Bylaw 1: Board of Education
- Policy 6190: Workplace Bullying and Harassment
- Policy 6240: Resolution of Complaints

Dates of Adoption/Amendments:

Adopted:

Amended:

DRAFT



FINANCIAL REPORTING AND OPERATING SURPLUSES

Context:

The Board of Education has a mandated obligation to care for and effectively use public funds to provide an educational program for all School District 69 (Qualicum) students. In order to ensure the financial integrity of the public accounts in its care, the Board of Education requires the Secretary-Treasurer to develop and present to the Board of Education quarterly financial reports at a Regular Public Board Meeting which outline the financial position of School District. The Board also have a responsibility to effectively manage any accumulated surpluses. It is understood that Boards are not permitted to budget for or incur and accumulated operating deficit. An accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Policy Statement:

1. The Board expects management of current and future finances will be wise and prudent.
2. In all financial decision making, the interests of providing a quality educational program to students will be central.
3. Wherever possible, financial plans will consider environmental sustainability as an important short-term and long-term factor.
4. The Board expects (and is mandated) to prepare a balanced budget.
5. The Board will establish a restricted portion of its accumulated operating surplus and/or its annual operating budget as a contingency reserve to be used to mitigate future budget shortfalls. If possible, the targeted amount of contingency reserve will be up to 2.5% of total operating budget for that year.

Guiding Principles:

1. All business will conform with generally accepted best business management practices
2. To maintain an open and honest climate in School District 69, all financial documentation will be explained and clearly understood by trustees and the public.
3. Budget preparation will include planning, reviewing and decision-making phases. At each phase consultation with stakeholders and public will be arranged and encouraged.
4. Budget planning will recognize needs of the students, the system and new programs identified by all those involved in consultations.
5. Newly budgeted projects and programs will be fully reviewed and evaluated on an ongoing basis.
6. Financial reports will be presented quarterly at a public meeting of the Board.
7. At the end of each fiscal year, up to 2.5% of the accumulated operating surplus will be placed in contingency reserve to protect the district from unforeseen future risks.

Definitions:

1. Accumulated operating surplus: The extent to which operating revenues from all previous years exceeds operating expenditures from all previous years.
2. Accumulated Operating Deficit: The extent to which operating expenditures from all previous years exceeds operating revenues from all previous years.
3. Contingency reserve – Amounts transferred to an operating or capital account which can be used to protect the district from unforeseen future risks.



FINANCIAL REPORTING AND OPERATING SURPLUSES

References:

- Administrative Procedures to Board Policy 106: Financial Reporting and Operating Surpluses

Adopted/Amended:

Adopted: 79.11.21

Amended: 84.06.06: 87.10.28: 89.02.22: 94.02.22: 00.11.28: 16.04.26:

DRAFT



Financial Reporting

1. In order to ensure the financial integrity of the public accounts in its care, the Board of Education will be provided with quarterly financial reports showing the current financial status of the School District. These reports will include year-to-date summations of revenues and expenditures and will compare to the current budget and to prior year results.

Accumulated Operating Surpluses

1. The Accumulated Operating Surplus will be comprised of the following three components:
 - a. Contingency Reserve
 - b. Appropriated Operating Surplus
 - c. Unrestricted Operating Surplus
2. In conjunction with the Board's review and approval of the annual financial statements, the Board will restrict a portion of the accumulated operating surplus (if one exists) for the purpose of forming a contingency reserve.
3. The contingency reserve will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.
4. Effective multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus.
5. The balance of the accumulated operating surplus will be held as unrestricted operating surplus.
6. The contingency reserve is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board's approval, in response to unforeseen circumstances.
7. Examples for use of the Contingency Reserve may include
 - a. Elimination of any deficit arising at the end of the fiscal year
 - b. Incurring of new cost pressures in a fiscal year that were not known at the time of budget development
 - c. Settlement of legal action that is not covered by the School Protection Program
 - d. Initial one-time cost outlays for new educational programs
 - e. Coverage for disaster recovery expenditures
 - f. Extraordinary unknown utilities cost pressures
 - g. To appropriate to balance the next year's budget
8. When use of the Contingency Reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the Contingency Reserve within an appropriate timeframe.



**BOARD POLICY 106 - ADMINISTRATIVE PROCEDURES
FINANCIAL REPORTING AND OPERATING SURPLUSES**

Process

1. In conjunction with the Board of Education's review and approval of the financial statements, the Secretary Treasurer will present for the Board of Education's review and approval the internal restriction of accumulated operating surplus for:
 - a. Contingency Reserve; and,
 - b. Multi-year funding of projects and programs.
2. Prior to adoption of each annual budget and amended budget, the Secretary Treasurer will present for the Board of Education's review and approval, allocation of budget for the purpose of contingency reserve, and when applicable, strategies for replenishing the contingency reserve, or opportunities for allocation of accumulated surplus to support annual program expenditures.

References:

- Board Policy 106: Financial Reporting and Operating Surpluses

DRAFT



SCHOOL-GENERATED FUNDS

Context:

Funds may be collected at the school level through fees, events, field trips and other fundraising. Careful accounting of those school-generated funds is an important aspect of school management and leadership. Because fundraising events may involve cash, funds are not easily tracked, giving rise to the need for clear protocols and procedures. Other entities, most notably Parent Advisory Councils, may generate funds in connection with the school as well. While those accounts are not managed by the school or district, protocols for how that fundraising occurs need to be in place.

Policy Statement:

The Board of Education recognizes its responsibility and accountability for all funds raised and dispersed in the name of any school or program in School District 69 (Qualicum), and for the proper handling and managing of those funds. The Board understands that this stewardship role does not extend to funds raised and dispersed by Parent Advisory Councils in the school district, but that protocols for such fundraising should be in place.

Guiding Principles:

1. The Board expects the Secretary Treasurer to ensure that procedures, systems, and controls are in place to effectively manage the receipt, care, and expenditure of school-generated funds.
2. Fundraising at the school level will be appropriately conducted and managed.
3. The Board expects that all money collected will be properly secured immediately after the event is over.
4. Proper handling of cash receipts is expected.
5. Inactive accounts should be closed in timely manner.

Definitions:

References:

- Administrative Procedures to Board Policy 108: School Generated Funds

Adopted/Amended:

Adopted: 96.05.28
Amended: 05.11.22: 16.04.26



Purpose:

The purpose of this administrative procedure is to reinforce the importance of the control of cash generated by school activities, and to provide guidance in relation to PAC fundraising.

Procedures:

Cash and cheques (hereinafter referred to as cash) represent one of the greatest risks of asset loss to the "School Generated Funds" environment. It is extremely important to establish and maintain strong internal controls and procedures for the handling of cash to guard against loss and misuse.

1. Control over Cash Receipts

The secretary/accounts clerk must keep track of fees assessed by fee type and by student. A running balance of amounts owed to the school by fee type must be available. All payments shall be receipted providing sufficient detail to confirm who made the payment, for what reason, and in the amount paid. The Principal is responsible to approve ALL reasons for cash being collected. Individual employees are NOT to engage in any form of fund raising without the prior approval of the Principal.

2. Cash Management

Cash collected by teachers and other employees must NOT be kept overnight in a desk drawer, filing cabinet and/or other similar storage facility. Cash must NOT be taken home. All cash, regardless of amount collected, must be turned into the office on a daily basis. At no time should there be more than \$1000.00 (one thousand dollars) in cash held on site. In all circumstances, cash must not remain on the school premises over a weekend and thus must be deposited each Friday. All cash on school premises prior to a deposit must be secured in a locked cabinet/safe. In unique circumstances, the Principal can vary this requirement provided sufficient cash security exists.

Adequate segregation of duties and restricted access to cash handling areas must be implemented, to the extent possible, to ensure the safeguarding of cash. Wherever possible, this should include the separation of the cash handling from the control and reconciliation of bank deposit receipts. Before cash is received by the secretary/accounts clerk or Principal, the funds are to be counted by the coordinator of the activity and recorded.

All cheques must be restrictively endorsed, i.e., "For Deposit Only", immediately upon receipt and the bank account number to be credited should also be entered on the reverse side of the cheque.

3. Control over Payments

All schools must have at least three (3) signing authorities registered at the bank. Signing authorities are NOT to sign blank cheques. Cheques should only be written to pay invoices that have been approved by the Principal (or designate) and have an account code. Do not use physical cash to pay bills, except as authorized through petty-cash. The full amount of cash received should be deposited directly into this bank account. Cash



receipts shall not be used for personal loans, cashing of cheques, making purchases, or for salaries, honoraria or travel/Pro-D reimbursements.

4. Out of School Events

If a school event is held outside the regular school days/hours, planning ahead on how/where to safeguard the cash collected for the overnight/weekend should be done in consultation with the Principal. This plan must include accounting for cash received by two individuals at the end of the activity.

5. Ledger Accounts

Cash receipts must be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers must also be made on a timely basis.

6. PAC and Non-School Fundraising in Schools

The Board of Education understands that schools often require additional funds that are not provided by the Board or Ministry of Education and, further, the Board of Education recognizes the educational and humanitarian values of fundraising in and by schools and the schools' Parent Advisory Councils (PACs). The Board believes that fundraising is most acceptable when it provides a service or a product in the community, and when it adheres to the following procedures:

- a. Any school club, group or organization, including PACs, must request and receive permission from the principal to engage in a fund-raising activity.
- b. All funds raised by school clubs, groups or organizations shall be administered according to district standard accounting practices, and recorded in school accounts that are under the control of the principal.
- c. All funds raised by Parent Advisory Committees shall remain the responsibility of PACs until donated to the school, at which time the funds shall be recorded in school accounts that are under the control of the principal.
- d. Schools should be sensitive to community reaction regarding fund-raising and thereby keep the number of activities to a minimum.
- e. Principals will advise parents as to the purposes of all fund-raising activities sponsored by the schools and ensure that these funds are expended in accordance with the purposes stated.

Financial Monitoring

The Assistant Secretary-Treasurer shall conduct periodic reviews of school cash handling procedures as provided in this administrative procedure. Reviews may include periodic reviews of account activity, on site reviews of accounting records, or formal review by the School District auditor. Finding of such review will be shared with the Superintendent, Secretary Treasurer, and Principal.

Reference:

- Board Policy 108: School-Generated Funds



Context:

Increasing globalization, climate changes and other factors may lead to concerns (such as health concerns) that require emergency changes to how education is delivered. An example of this is the world-wide pandemic caused by COVID 19 which occurred in 2020.

Policy Statement:

1. In responding to educational changes related to any emergency, the Board will use an evidence-based approach that follows the advice of experts and is responsive to requirements established by government authorities.
2. The Board's priority in such an emergency, whether short term or of extended duration, is to ensure the health and safety of learners and employees.

Guidelines:

1. The Board is committed to ensuring clear, calm and honest communication in as much detail and in as timely a way as possible.
2. The Board will ensure all activities and interactions are as kind and considerate as possible.
3. The Board will focus on continuity of authentic education as much as possible.
4. The Board will give high priority to equity and support for vulnerable learners.
5. Agile decision-making may be required, therefore all members of management and the Board will be ready for timely and effective decision-making.
6. The Board will act together and in a supportive way throughout the emergency.
7. Where there are challenges related to language in collective agreements the Board is committed to thorough consultation with union representatives.

Definitions:

1. World-wide, Federal, Provincial emergencies are those announced by United Nations bodies, such as the World Health Organization, and the federal and provincial governments. This policy is limited to emergencies causing disruption to the normal provision of education.
2. Experts are those sources, who are most likely to understand and have full knowledge of the emergency situation, for example the World Health Organization, the Public Health Agency of Canada, the Provincial Health Officer and the regional Medical Health Officer.

References:

- Administrative Procedures to Board Policy 509: Educational Changes Due to Emergencies
- B.C. Government_(2020) [Next Steps to Move B.C. Through the Pandemic.](#)

Dates of Adoption/Amendments:

Adopted:

Amended:



Purpose

Once an emergency situation that will have impact on the educational operations of School District 69 is declared, a planning and coordination task force will be established with membership from senior management, the Board and other staff as deemed important to effectively respond to the situation and ensure health, safety and the continuation of educational services.

This planning and coordination task force will meet as frequently as necessary to establish:

- a. Emergency control procedures and protocols
- b. Education of and communication with staff/student/families
- c. Effective maintenance of core operations and facilities
- d. Continuity of authentic student learning
- e. Communication planning, including possible reporting of elevated absenteeism
- f. Consultation with unions in relation to any employment related challenges
- g. Other emerging topics related to the emergency situation

1. Role of the School Trustees:

- a. To stay fully informed of the progress of the emergency, and to be informed as to the full impact of the emergency on all aspects of the District
- b. To make any decisions regarding legal, policy and labour relations matters.
- c. To make decisions with regard to non-voluntary placements of employees.
- d. To maintain all practices of good governance during the emergency.

2. Role of the Board Chair:

- a. To liaise regularly with the BCSTA and with other Boards Chairs to understand how Boards are coping with the emergency.
- b. To liaise regularly with the Superintendent of Schools (or designate) to support and assist in scenario planning, agenda setting, planning of special public or in camera meetings and other similar governance duties.
- c. To chair meetings of the planning and coordination team.
- d. To work with the Superintendent (or designate) to speak for the Board of Education and for School District 69.
- e. To update and ensure that School Trustees are well informed.

3. Role of Superintendent of Schools (or designate)

- a. To serve as the planning and coordination team's leader.
- b. To ensure that decisions made by the planning and coordination team are carried out or to report why this did not happen.
- c. To direct school closures or changes as per directives of the Ministry of Education and/or other experts.
- d. To lead in the planning related to altered school operation including suspension of instruction and provision of services to limited numbers of students
- e. To serve with the Board Chair, as the key spokesperson for school and district related issues
- f. To provide ongoing clear, calm and honest communication to employee groups, DPAC and others.



8. Role of the Secretary Treasurer

- a. To develop and implement key financial functions.
- b. To provide support to the Board in matters of governance and operations.
- c. To track changes in expenditures because of the emergency.

9. Role of Director of Human Resources

- a. To coordinate employment arrangements for all teachers, support staff and administrators including in relation to leaves or absences related to the emergency.
- b. To assist departments with the development and implementation of cross training strategies.
- c. To develop and implement specific employee work practices for use during the emergency.
- d. To work with unions to consult and react consistently with decisions of the planning and coordination team.

References:

- Board Policy 509: Educational Changes Due to Emergencies
- BC's Restart Plan (2020) [Next Steps to Move B.C. Through the Pandemic.](#)

Dates of Adoption/Amendments:

Adopted:

Amended:



Context:

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

Policy Statement:

The Board of Education expects that all new School District 69 facilities shall have an official opening ceremony carried out within a consistent set of procedures **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. ~~The Board of Education believes that it is preferable that School District 69~~ **All** facilities **will** be named after places of local historical, **Indigenous**, or geographical prominence.
4. **Facilities will allow for students, schools and communities to use them as availability permits.**
5. **No facilities, nor portions of facilities, will be named after people.**

Definitions:

References:

- Administrative Procedures: New/Repurposed Facilities
- **The School Act, Sections 74-01**
- **The Freedom of Information and Protection of Privacy Act.**

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:



SCHOOL DISTRICT No. 69 (QUALICUM)
BOARD POLICY 103 - ADMINISTRATIVE PROCEDURES
NEW/REPURPOSED FACILITIES

Page 1 of 2

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. 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.

I. PLANNING

- a. Prior to sketch plans being initiated the initiation of planning, a consultation meeting ~~process~~ shall take place with **be undertaken that will involve** the Architect **(if assigned)**, Principals ~~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 Assistant 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).**
- b. From the initial consultation meeting, a ~~Building~~ Project Planning Committee shall be established. The Trustee representative on the ~~Building~~ Project Planning Committee shall regularly report to the Board on the progress of the project until completion.
- c. Consultation with the ~~Building~~ Project Planning Committee shall continue through the working drawings stage to ensure that all requests are considered in the plans and that all specifications are within Ministry of Education guidelines.
- d. The ~~Building~~ Project Planning Committee shall consider all requests which are submitted for inclusion in the design of the new ~~school~~ **or repurposed facility.**

II. 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 historical or geographical prominence.**
- d. The final decision shall remain the responsibility of the Board.



SCHOOL DISTRICT No. 69 (QUALICUM)
BOARD POLICY 103 - ADMINISTRATIVE PROCEDURES
NEW/REPURPOSED FACILITIES

Page 2 of 2

III. OPENING CEREMONIES

- a. A formal request shall be made to the Minister of Education to officially name and open ~~that~~ **the new or repurposed** facility, in accordance with Section 73(1) of the *School Act*.
- b. There shall be an official opening of all new **or repurposed** facilities within three months of completion.
- c. A date for the official opening of the school ~~or~~ **new or repurposed** facility shall be set in consultation with the Board of Education, staff and partner groups.
- d. A plaque shall be prepared for the official opening which will contain ~~the following~~ information **deemed appropriate by the Board of Education**.
 - ~~i. Trustees serving on the Board at the time the tender for the building was let.~~
 - ~~ii. Ministry official or other dignitary who is invited to open the school.~~
 - ~~iii. The names of the Superintendent of Schools and the Secretary Treasurer holding office at the time of the tender of the building.~~
 - ~~iv. Date of the official opening.~~
 - ~~v. The name of the Architect involved in the construction of the facility.~~
- e. Cost incurred for refreshments at an official opening shall be at the Board's expense.
- f. Former trustees involved in the planning stages of the facility, the parents of students attending the school, other members of the community, public officials, **other people involved with the school or facility**, and the media shall be invited to the official opening **of the new or repurposed facility**.

References:

- Board Policy 103: New/Repurposed Facilities

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:



Context:

The Board of Education has responsibility for ensuring to ensure the safety of all people and to prevent damage or theft from district properties.

Policy Statement:

The Board of Education supports the judicious use of video monitoring systems in the District and also believes that the privacy of individuals should be protected

Guiding Principles:

1. The Board supports the judicious use of video monitoring systems to protect district facilities and properties including school buses.
2. The use of video monitoring must be strictly controlled by Administrative Procedures in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPP Act) guidelines.

References:

- Administrative Procedures: Video Monitoring
- The School Act, Sections 74-01
- The Freedom on Information and Protection of Privacy Act

Dates of Adoption/Amendments:

Adopted: 1999.12.14

Amended: June 03: 10.02.23: 10.11.23: 16.08.31



This Administrative Procedure is written in support of Board Policy 104: Video Monitoring

1. Written Policy

- a. Each site using video monitoring systems shall prepare written procedures consistent with Board policy and the administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIPP Act).
- b. All staff shall be made aware of the policy and administrative procedure.
- c. Policies and administrative procedure will be made available through the District website.
- d. ~~All policies and administrative procedures~~ **In the interest of ensuring currency, this policy and administrative procedure** shall be subject to review on a regular basis at each site.

2. Camera Location, Operation and Control

- a. The installation of new and permanent video monitoring equipment at a school ~~may only~~ will occur if the only **with prior approval of the school's** Parent Advisory Council (PAC).
- b. Cameras shall only be installed in identified public areas **and in school district buses**.
- c. Areas chosen for monitoring shall be ~~where monitoring is a necessary and viable deterrent to dangerous or illegal activity,~~ **as required for the purposes of protecting the safety of individuals in a school facility or on school land or the belongings of those individuals, or the school property itself,** or where the camera may provide important information for district planning purposes (e.g. traffic flow).
- d. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms, staff rooms.
- e. Cameras shall not be directed so as to monitor private property.
- f. Only authorized personnel (**school and district management staff**) shall have access to the video monitoring equipment, **and only for the purposes of ensuring health and safety or prevention of theft or damage to property.**

3. Protection of Information and Disclosure

- a. Security and retention of recorded images will be the responsibility of a designated Principal/Vice Principal or management employee.
- b. Disposal and destruction of recorded images shall be consistent with Board Policy No. ~~9004-9000~~.
- c. Monitors shall be located in a secure area and positioned in such a way as to avoid public viewing.
- d. Disclosure of information shall be consistent with the **Freedom of Information and Protection of Privacy** (FOIPP) Act.

4. Public Awareness

- a. The public shall be made aware of the existence of video monitoring by signage at visible points.



5. Audits

a. The use of video monitoring systems shall be subject to audit at all times by both school and district administrative staff.

b. School district staff will cooperate with any legal audit or review by the Office of the Information and Privacy Commissioner. ~~may conduct periodic audits of video monitoring systems.~~

6. Review

a. Under the terms of the School Act, the Board must conduct an annual review that assesses whether the installation and operation of video monitoring equipment is accomplishing the purposes set out in ~~the opening paragraph of the policy statement.~~ Section 2.c above.

7. Use of Information Collected

a. Use of video monitoring in the District shall at all times comply with the FOIPP Act guidelines for the collection of information.

b. Video monitoring may be used to detect or deter crime; for inquiries and proceedings related to law enforcement; and for research (i.e. the nature of area usage, traffic patterns, or particular camera systems).

8. Access to Personal Information

a. Individuals subject to video monitoring have the right to request access to recorded images under Section 5 of the FOIPP Act.

References:

- Board Policy 104: Video Monitoring
- The School Act, Sections 74.01
- Freedom of Information & Protection of Privacy Act

Dates of Adoption/Amendments:

Adopted: 1999.12.14

Amended: 2010.02.23: 10.11.23: 16.08.30



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, these facilities 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.

Guiding Principles:

1. When not in educational use, facilities ~~should~~ **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.

Dates of Adoption/Amendments:

Adopted:

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 are **will be in place** to ensure ~~there is no additional cost attached to the school district's budget~~ 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:**
 - i. **Volunteer Instructors**
Groups operating solely for youth under 18 and where they use volunteers to organize and teach activities. Eg. Scouts, Girl Guides, district youth sports associations, etc.
 - ii. **Paid Instructors**
Groups operating solely for youth under 18 and where paid instructors organize and teach activities. Eg. RDN Recreation Commission programs
 - 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 General Manager of Operations.
- b. Applications must be made at least 21 days prior to the event taking place.
- c. The applicant must receive a booking confirmation from the General Manager of Operations 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 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.
- 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 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.

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

Security

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 his/her 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 his/her 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.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

USE OF SCHOOL FACILITIES

Page 5 of 9

- 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 General Manager 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
- a. Keys will be issued by the Operations and Maintenance Department Office for:
 - i. facilities use as required and returned after use is complete.
 - ii. 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 General Manager 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 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 General Manager of Operations for review as to appropriate construction methods and to the Health and Safety Committee for review.
2. The General Manager 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 General Manager 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 General Manager 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. Work site to meet all Workers Compensation Board regulations and be subject to spot inspections.
7. Site 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 electricity 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.

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:

DRAFT

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 9 of 9

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 (Volunteer Instructors)	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	\$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 (Volunteer Instructors)	4 hrs. min	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	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