



**QUALICUM SCHOOL DISTRICT  
POLICY COMMITTEE OF THE WHOLE REPORT  
MONDAY, SEPTEMBER 16, 2024  
1:00 P.M.  
VIA VIDEO CONFERENCING**

**Facilitator: Trustee Eve Flynn**

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

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**

Chair Flynn welcomed everyone to the first meeting of the 2024/2025 school year.

She then introduced the new Director of Instruction - Human Resources, Ryan Brennan; the new CUPE representative to the committee, Patricia Downey; and Corleen McKinnon-Sanderson, Principal attending on behalf of the Qualicum District Principals and Vice Principals' Association.

**2. FOR INFORMATION**

**a. 2023-2024 Policies and Administrative Procedures Updated**

Chair Flynn referred to the summary of policies and bylaws that were reviewed/amended over the past year and she thanked Trustee Kellogg for her work in chairing this committee over the last two years. She noted that reviewing of the policies and bylaws throughout trustees' term is ongoing work and a key responsibility of the Board as elected trustees.

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

**a. Policy 605: Fiduciary Responsibility**

*NEW (Policies 601 and 606 included for reference/consideration)*

The draft policy was reviewed with some edits to wording being suggested. Consideration was given as to whether or not this would be best as a stand-alone policy or could be subsumed into a current policy (i.e. 601: Employee Conflict of interest, 606: Respectful Workplace or 501: Acceptable Use of Technology).

It was agreed to include a revision to the policy to include a definition of 'fiduciary' in the context of the employer/employee relationships.

It was determined that the policy would be held from first reading for further edits to ensure clarity of the intent of the policy. It will also be considered against all Personnel policies as there is some overlap between many of them.

**b. Bylaw 3: Meetings of the Board of Education**

Consideration was given to Section IX, Items #4 and #7 which covers aspects of Committee of the Whole time of meeting, day, and video conferencing. At this time, the meeting day and time will remain for the 2024/25 school year and none of the Committee of the Whole meetings would be recorded. The topic can be revisited yearly.

As the current Bylaw allows for adjustments as determined, there was no need to revise the Bylaw so no readings were necessary.

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

**a. Bylaw 1: Board of Education**

Wording had been added to require trustees, upon being elected, to complete and submit a criminal record check.

There was some question as to who would bear the cost, the school district or the individual. The Director of Instruction – Human Resources was tasked to investigate what that process would be and that wording included in the draft.

It was also agreed that Section II, 7.1 would also be revised to read: *Every two years the Board will evaluate its effectiveness.*

The Bylaw will be brought forward for second reading to the September Regular Board Meeting.

**b. Policy 107: Use of Educational Property for Child Care**

No further changes were suggested since first reading.

The Policy will be brought forward for second reading to the September Regular Board Meeting

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

None

**6. FUTURE TOPICS**

- NEW Board Policy 605: Fiduciary Responsibility – for further revisions and consideration of the Personnel policies to determine redundancies and repetition.
- Employee Handbook Review which has encompassed a number of administrative procedures previously removed from policy as they were determined to be inward facing rather than public facing.
- Ongoing review of board bylaws and policies
- Consideration to split Qualicum Beach and Parksville as separate electoral boundaries and the process necessary if it were decided to do so.

**7. NEXT MEETING DATE**

Tuesday, October 15, 2024 via Microsoft Teams  
(day of the week shifted due to Thanksgiving Monday)