



**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
TUESDAY, OCTOBER 21, 2025
1:00 P.M.
VIA VIDEO CONFERENCING (Teams)**

Facilitator: Trustee Eve Flynn

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

1. INTRODUCTIONS AND TERRITORIAL ACKNOWLEDGEMENT

Chair Flynn gave thanks to the Qualicum and Snaw-Naw-As (Nanoose) First Nations People for their stewardship of the lands on which the district is located.

She then welcomed the newly elected members of the District Parents Advisory Council and noted that the meeting was being recorded.

2. FOR INFORMATION

a. Policy 101 - Tendering, Purchase and Disposal (potential new Separate Purchasing Policy)

Chair Flynn reported that this policy was being reviewed by Secretary Treasurer Amos with a view to creating a separate policy for Purchasing.

Secretary Treasurer Amos added that he believed the current policy could stand as is and, instead, he would sever the administrative procedures to clarify how the district purchases items and to outline the tendering or request for proposals processes. It was noted that it was beneficial to include figures which established thresholds and provide information so that readers understand the process connected to various amounts. As those thresholds change, it would be easy to update the administrative procedures.

b. Policy 603 – Employee Attendance Support

Chair Flynn mentioned that this policy, as well as 604 and 606 were awaiting updated WorkSafeBC Regulations after which the Districts Health & Wellness Coordinator would implement revisions to ensure the board policies were tied to the new language from WorkSafeBC. This may also result in required updated to Board Policy 801: *Health & Safety of Employees in the Workplace*, which is one of the policies to be reviewed next.

c. Policy 604 – Workplace Bullying and Harassment

As noted in 2b.

d. Policy 606 – Respectful Workplace

As noted in 2b.

e. Policy 701 – Student Discipline

(May be subsumed into Policy 700 after School-Based Reviews)

Chair Flynn indicated that the Superintendent is currently visiting with school-based administrators to review the student discipline processes with consideration

being given to holding discipline meetings at the student's school rather than at the Board Office and removing some judicial processes.

Superintendent Jory then provided a first draft of what the policy might look like once revised after considering ways to move those disciplinary conversations into the school and/or Indigenous communities and reduce the number of conversations at the board office to a smaller percentage. He also indicated that the administrative procedures could be refined for clarity and brevity.

f. Policy 708 – Emergency Preparedness and Closure (Merge 2 Ap's?)

Chair Flynn stated that this policy is being reviewed by Brant Prunkl, Manager of Operations – Safety and Transportation, with consideration being given to merge the two administrative procedures, a draft of which was provided in the agenda package, as well as to update the language to reflect current practices.

3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING OR APPROVE AS CURRENTLY WRITTEN

a. NEW DRAFT Policy and AP 700 – Safe, Caring and Inclusive School Communities

Superintendent Jory shared that the policy and administrative procedures have been streamlined to be more succinct. A suggestion had been made to perhaps combine 701 with 700; however, he recommended not to do that as policy 700 outlines how the district designs its schools in the context of making them safe and appropriate for learning, while policy 701 outlines what the discipline process would be in the event of a student acting outside of policy and a school's Code of Conduct.

There was discussion about also clarifying responsibilities of the adults; however, it was determined that language is contained in the 600-policy series which covers Personnel.

It was recommended that links to the *BC Anti-Racism Act*, the *BC Multiculturalism Act* and *United Nations Declaration of the Rights of Indigenous Peoples Act* be referenced, and that the internal and external links be separated under the Reference section for clarity as to the origins of the information.

It was also recommended that the section under which policies fall be included in the category in the title of each policy (i.e. 600: Personnel; 700: Student Services) to provide further clarity for the reader.

Those revisions will be made and the policy brought forward for first reading to the October Regular Board Meeting.

b. Policy 709 – Board of Education Bursary

Chair Flynn indicated that there was a change in the title to refer only to 'bursary' and the specific sites to which the three bursaries would apply, and how students could apply for them.

It was requested that the language in the policy and administrative procedure clarify that one bursary would be awarded to a student from each of the three secondary schools, for a total of three bursaries. It was noted that graduating students attending False Bay School would fall under the umbrella of the Collaborative Alternate Education Program (CEAP)

It was also noted that information regarding a student's financial situation during the interview process was as non-invasive as possible.

Board Policy 709 will be brought forward for first reading at the October meeting.

c. Policy 710 - Resolution of Student and Parent/Caregiver Complaints-No change/DPAC

Chair Flyn advised that, at this time, no changes had been suggested as the policy had been recently updated. She also acknowledged the work the District Parent Advisory Committee had done to create a graphic outlining the resolution of complaints process for parents.

It was noted that the form with which parents could submit a complaint in writing was embedded quite far down the administrative procedures document and it was suggested that a link to the complaint process and the form to be completed be provided on each of the school websites as well as the district website for ease of access for parents.

That discussion led to the need for a more streamlined and easily accessible process for parents to access information about the complaint process and the complaint form when needed. Chair Flynn will contact the DPAC President to request permission from DPAC for the Board to adopt their graphic as a resource.

The policy was deferred for further revisions and discussion at the November Policy Committee of the Whole.

d. NEW Policy 805 - Response to Unexpected Health Emergencies

Chair Flynn noted that this new policy was a requirement from the Ministry and was to be in place by December 2025 and training on AEDs be included as part of the PE 10 Curriculum.

Superintendent Jory noted that the document could be provided as an administrative procedure, and the Board could then determine an appropriate policy to which it could be attached.

It was suggested that administrative procedures that encompassed both staff and students might have a separate section on the policies and bylaws webpage. This led to a further discussion as to the layout of policies and administrative procedures on the website, which would be given further consideration.

Consideration will also be given to whether the training should be expanded to include students or any other staff member interested as an incident could occur anywhere on school property and the individual trained may not be available.

It was clarified that each site's Health & Safety Committee would be responsible for the monthly inspections and to maintain inspection logs for the AEDs and Naloxone kits.

The administrative procedure only will be brought forward for information after which time the Policy Committee Chair and the Superintendent will determine where it would best fit within the policies.

4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING

None

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

None

6. FUTURE TOPICS

a. Continue Review of 600 and 700 Series

b. Review of 800 Series: Health & Safety

Chair Flynn noted that Policy 801: *Health & Safety of Employees in the Workplace* may be related to the work being done on the three remaining policies in the 600 series and the new WorkSafeBC Regulations may have language that would need to be included.

Committee members were asked to review Policies 802: *Student Health & Common Medical Conditions* and 803: *Towards a Scent Considerate School-Workplace Environment* in the context of whether they might be able to be combined to avoid repetition and/or if the information contained in the latter is already covered under other legislation such as WorkSafeBC or the Canadian Centre for Occupational Health & Safety.

Chair Flynn further noted that there may be information forthcoming from the Ombudsperson's report on their investigation into the exclusion of students from BC's K-12 schools that may impact Policy 804: *Physical Restraint and Seclusion of Students*.

c. Review of Policy 900: Privacy Management and Accountability

Chair Flynn noted that this policy was a result of the combining of what was originally 3 separate policies in 2023 and it could benefit from another review to ensure it is as succinct as possible.

7. NEXT MEETING DATE:

Tuesday, November 18, 2025, at 1:00 p.m. via Teams.