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**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
TUESDAY, APRIL 21, 2026
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, Administrative Procedures.*

1. INDIGENOUS LAND ACKNOWLEDGEMENT

Chair Flynn acknowledged that the Committee was meeting on the lands of the Qualicum and Snaw-Naw-As (Nanose) First Nations People on which the committee members live, work, and learn are on the shared traditional territory

**2. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING
600: Personnel**

Concerns were expressed by members of the Committee regarding the current policy process and timeline. The topic was discussed at length, with it being suggested that the original proposed review timeline be slowed down in order to allow a more in depth review and allow for edits to ensure the newly drafted policies are more concise and avoid redundancies while maintaining the original intent of the policy.

The Committee then focused on providing feedback on Policy 600 : Personnel.

Some edits to wording to the policy were suggested as follows:

- Expand the first reference to BCPSEA to read “BC Public School Employers Association (BCPSEA)”
- 2.a. Every employee is entitled to work in an environment that is respectful, professional, and free from discrimination, bullying, harassment, and violence, **regardless of role, identity, or personal circumstances.**
- 2.b. Hiring, development, and workplace practices will support equitable access, welcome diverse identities, and respect Indigenous rights and worldviews **for all.**
- 3.a. Set the overall direction for human resource principles and priorities, **through policy making**
- 3.d. Support **and model** the development of a positive, respectful workplace culture.
- Clarification was provided as to the reference to the creation of an administrative procedure in each of the new draft policies. Most policies would include administrative procedures, which are under the purview of the Superintendent to outline the process by which a policy would be upheld. Any newly drafted administrative procedures will be brought to the Policy Committee for review. Slight changes or edits made to an existing administrative procedure would be brought to the board for information.

- Clarification that the policy was about the district being a good employer as well as being a good employee. Schools are obligated to publish a Code of Conduct for students and staff, and the professional standards are also outlined by the BC Teachers' Federation. The QSD Board attempts not to repeat what is already embedded in external documents. A link will be provided as an external reference to the BC Teachers' Federation Code of Ethics

After additional discussion as to the process for policy review, it was agreed by the Committee members to defer the 500 and 600 series to a future policy meeting and move forward with discussion about the policies that were being considered for third and final reading.

In the interim, the Board and Superintendent will revisit the policy review process and determine how best to move forward with a policy review process on which the full Board could agree.

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

(Final review including input on Administrative Procedures)

a. **Policy 301: Living Wage**

The following edits were suggested:

- 2.a add 'Social Responsibility' to the section title
- Clarification was requested regarding the following sentence after 3.d.:
The district may phase in new requirements to ensure fiscal sustainability.
- Include Definitions as are provided on the current version.

The policy will be presented for third and final reading at the April Board Meeting.

b. **Policy 302: Community Engagement and Volunteers**

It was determined that additional work was required to remove high risk and make it mandatory that all volunteers, whether one-time or ongoing, obtain a criminal record check. It was also suggested that wording be added to outline what is involved with the Criminal Record Check process for potential volunteers.

The policy will be brought back with revisions to the May Policy Committee meeting.

c. **Policy 303: Enhancing Student Learning**

The need for consistency in referencing Strategic "Priorities" rather than "core pillars" was identified.

Committee members were reminded that the Administrative Procedure to this policy was new and maps out what the District's successful practice will be and is supported by practice and research.

The policy will be presented for third and final reading to the April Board Meeting.

It was noted for future consideration to consider referring to "educated citizen" under Guiding Principles in 2.a., rather than 'meaningful graduation' as the Ministry has a definition for the former reference when the latter does not.

d. Policy 304: School Closure, Consolidation or Reconfiguration

Further to a query as to why the employee groups were not specifically identified in this policy, it was shared that there is language in the local teachers' collective agreement. It was decided to reference the agreement under "Internal References" and to specify the employee groups in Section 5.5: Collection of Feedback in the administrative procedure.

The changes will be made and the policy presented for third and final reading at the April Board Meeting.

e. Policy 305: Public Interest Disclosure

The Committee considered whether it was necessary to provide examples regarding the reference to "mismanagement or serious wrong doing". There was no consensus that this would be useful and could be considered in the future if it was determined that additional clarity was required.

No further edits were suggested and the policy will be presented for third and final reading at the April Board Meeting.

f. Policy 701: Student Discipline

It was noted that there was new language added after second reading and a revision to the Checklist Appendix. The MATA representative outlined a series of suggested edits and also requested clarification on why some language was not included in the new version that is contained in the current version.

In light of the number of suggestions and questions, the Committee agreed to defer third reading of the policy. The Superintendent and Committee Chair will review the suggested edits, make revisions and bring the policy and administrative procedure back to the May Policy Committee for review in anticipation of forwarding it for third and final reading to the May Board Meeting.

4. FUTURE TOPICS

- a. Policy Overhaul Continued – Process to be redefined.

5. NEXT MEETING DATE

Tuesday, May 19, 2026 at 1:00 p.m. via videoconferencing