

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

A G E N D A

**REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD AT BOOTH MEETING ROOM
AND ON ZOOM**

Tuesday, October 18, 2022- 7:00 P.M.

1. **Adoption of Agenda**
2. **Presentation(s):**
 - 2.1 Lax Kxeen Outdoor Classroom, Tania Murray
3. **Approval of the Minutes of the**
 - 3.1 Open Board Meeting held September 20, 2022 (p. 3)
4. **Necessity of Closed Meeting and Agenda**
 - 4.1 Approval of Agenda
 - 4.2 Approval of Minutes of the In-Camera Meeting held September 20, 2022
 - 4.3 Human Resources Report
 - 4.4 Secretary-Treasurer's Report
 - 4.5 Other
 - 4.6 Legal Items
 - 4.7 Information Items
 - 4.8 Old Business
 - 4.9 Items for Release
5. **Correspondence**
 - 5.1 Addressed to the Board
 - 5.1.1 Invitation to Review and Comment on the NCRD draft Solid Waste Management Plan (p. 20)
 - 5.1.2 Letter identifying concerns with district code of conduct and anti-racism policy and regulation (p. 26)
 - 5.2 Copied to the Board
 - 5.2.1 BCSTA Teacher Education Programs in Rural Districts (p. 32)
6. **Superintendent of Schools' Report**
 - 6.1 For Board Information:
 - 6.1.1 Field Trips (p. 33)
 - 6.1.2 Enrolment
 - 6.1.3 Upcoming Projects/Learning/Other
7. **Secretary-Treasurer's Report**
 - 7.1 September 2022 Expenditure Reports (p. 34)
 - 7.2 September 2022 Operations Department Report (p. 38)
 - 7.3 September 2022 Information Technology Department Report (p. 39)
8. **Committee Reports**
 - 8.1 Finance & Building Committee **(Trustees Beil, Maier, Sanchez)**
 - 8.1.1 District Special Funding for 2022-23

- 8.2 Framework for Enhancing Student Learning (Trustees Toye, Horne)
- 8.3 Provincial Council (Trustees Maier, Sanchez)
 - 8.3.1 October 28, 2022 – Deadline for Provincial Council Motions
- 8.4 Indigenous Education Council (Trustees Toye, Last)
- 8.5 Policy Committee (Trustees Beil, Horne)
 - 8.5.1 October 11, 2022 Meeting minutes (p. 40)
 - 8.5.2 Policies for Approval
 - 8.5.2.1 2310 Protection of Students and Maintenance of Order Policy (p. 42)
 - 8.5.2.2 5220 Use of school Grounds and Equipment Policy (p. 43)
 - 8.5.3 Policies for Review
 - 8.5.3.1 3410 Security and Protection of Buildings Policy (p. 44)
 - 8.5.3.2 3420 Video Surveillance Policy (p. 45)
- 8.6 District Technology Steering Committee (Trustee Kuntz)
- 9. **Old Business**
- 10. **New Business**
- 11. **Information Items**
 - 11.1 Non-Instructional Day, Friday, October 21, 2022
 - 11.2 BCPSEA Symposium, November 7 to 8, 2022
 - 11.3 Board of Education Meeting, Tuesday, November 8, 2022 – First meeting of new Board for Board Elections
 - 11.4 Remembrance Day, Friday, November 11, 2022
 - 11.5 Board of Education Meeting, Tuesday, November 15, 2022
- 12. **10 Minute Question and Answer Period**
- 13. **Adjournment**

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

**REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD IN THE BOOTH MEETING ROOM
AND REMOTELY BY ZOOM**

Tuesday, September 20, 2022 – 7:00 P.M.

Trustees Present: K. Toye, J. Beil, J. Horne, B. Kuntz, T. Last, K. Maier, L. Sanchez

Staff Present: A. Samoil, C. McIntyre, S. Pond, M. Cross-Pomponio

Chair Toye acknowledged that the meeting is being held on traditional Ts'msyen territory and called the meeting to order at 7:03 p.m.

1. Adoption of Agenda

Motion 20220920-1.0a

Kuntz "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the agenda be approved as amended." **Carried**

The Secretary-Treasurer asked to add item 8.1.2 – 2023-24 Minor Capital Plan to the agenda.

2. Presentation(s): Literacy Intervention Case Study

The Superintendent introduced teachers Christine Danroth and Nav Chonker, and principal Paramjit Khaira to present the Literacy Intervention Case Study. The study focussed on two elementary students who each had a hearing impairment. The collaborative work of district and school staff resulted in remarkable improvements in the student's literacy skills.

Trustees thanked staff for their presentation and all their work.

3. Approval of the Minutes of the

3.1 Open Board Meeting held June 20, 2022 and Special Open Board Meeting held July 8, 2022.

Motion 20220920-3.1a

Last "Be it resolved by the Board of Education of School District No. 52
Sanchez (Prince Rupert) that the minutes of the open Board meeting held
June 20, 2022 be approved as presented." **Carried**

Motion 20220920-3.1a

Beil "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that the minutes of the open Board meeting held
July 8, 2022 be approved as presented." **Carried**

4. Necessity of Closed Meetings and Agenda

- 4.1 Approval of Agenda
- 4.2 Approval of Minutes of the In-Camera Meetings held June 20, 2022.
- 4.3 Human Resources Report
- 4.4 Secretary-Treasurer's Report
- 4.5 Other
- 4.6 Legal Items
- 4.7 Information Items

- 4.8 Old Business
- 4.9 Items for Release

Motion 20220920-4.0a

Last Sanchez	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the closed meeting be held and that agenda items 1 through 9 be approved."	Carried
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5. Correspondence

- 5.1 Addressed to the Board
 - 5.1.1 Response letter from Agriculture and Agri-Food Canada, re: Food Security

Motion 20220920-5.1.1a

Beil Horne	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the letter from Agriculture and Agri-Food Canada be received and filed."	Carried
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Trustees expressed their hope to see a national school food policy implemented.

- 5.1.2 Aug 29, 2022 letter from the Minister of Education & Childcare re: Student and Family Affordability Fund

Motion 20220920-5.1.2a

Horne Last	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the letter from the Minister of Education & Childcare be received and filed."	Carried
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5.2 Copied to the Board

- 5.2.1 Capital Funding
 - 5.2.1.1 June 9, 2022 SD 69 letter to Minister of Education & Childcare and Treasury Board re: BCSTA Life Cycle Funding Report
 - 5.2.1.2 June 22, 2022 BCSTA letter to Minister of Finance & Treasury Board and Minister of Education & Childcare re: Capital Cost Sharing
 - 5.2.1.3 June 22, 2022 BCSTA letter to Minister of Education & Childcare re: Annual report on Deferred Maintenance
 - 5.2.1.4 June 22, 2022 BCSTA letter to Minister of Education & Childcare re: Capital Funding Announcements
 - 5.2.1.5 August 29, 2022 Response letter from Minister of Education & Childcare to BCSTA re: School Life Cycle Funding

Motion 20220920-5.2.1a

Beil Kuntz	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the capital funding letters (5.2.1.1 through to 5.2.1.5) be received and filed."	Carried
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5.2.2 Inflationary Cost Pressure

- 5.2.2.1 June 10, 2022 SD 57 letter to Minister of Finance & Treasury Board and Minister of Education & Childcare re: Inflationary cost pressures
- 5.2.2.2 June 14, 2022 SD 83 letter to Minister of Education & Childcare and Minister of Finance re: Inflationary pressures
- 5.2.2.3 June 16, 2022 SD 61 letter to Minister of Education & Childcare re: 2022-23 Annual Budget

5.2.2.4 June 28, 2022 BCSTA letter to SD 63 re: unfunded inflationary costs

Motion 20220920-5.2.2a

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the Chair write a letter of support for the
inflationary cost pressure letters (5.2.2.1 through to 5.2.2.4)." **Carried**

5.2.3 June 14, 2022 BCSTA letter to Minister of Education & Childcare re: Gender Inclusive Washrooms letter

Motion 20220920-5.2.3a

Maier "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the letter from BCSTA be received and filed." **Carried**

5.2.4 June 14, 2022 BCSTA letter to Minister of Education & Childcare re: Access to Education for all students

Motion 20220920-5.2.4a

Maier "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that the letter from BCSTA be received and filed." **Carried**

6. Superintendent of Schools Report

6.1 For Board Information:

6.1.1 Field Trips

The Superintendent presented the list of approved field trips.

6.1.2 Enrolment

The Director of Instruction reported that the district has 1,876 students registered. Of those, 1,813 students have been seen in schools. Schools continue to follow up on students, and students continue to arrive. September 30 is the official count date. There are 9 refugee students from Ukraine.

6.1.3 School Start Up

The Superintendent provided details on the school start up and offered his thanks to the maintenance, custodial and information technology staff who worked hard over the summer to have schools ready for the start of the school year.

6.1.4 Upcoming Projects/Learning/Other

The Superintendent provided a summary of recent school activities and upcoming events. There are a number of grants coming to the district for the school year.

7. Secretary-Treasurer's Report

7.1 Operations Department Report

The Secretary-Treasurer presented the Operations Department Report for September 2022 and answered questions from trustees.

7.2 Information Technology Department Report

The Secretary-Treasurer presented the Information Technology Department Report for June – Aug 2022 and answered questions from trustees.

8. **Committee Reports**

8.1 Finance & Building Committee

(Trustees Beil, Maier, Sanchez)

8.1.1 Project Update

Trustee Beil presented the project update and offered her kudos to staff for all the work they have done.

8.1.2 2023-24 Minor Capital Plan

Motion 20220920-8.1.2a

Beil "Be it resolved by the Board of Education of School District No. 52
Sanchez (Prince Rupert) that in accordance with provisions under section 142(4) of the School Act, the proposed 2023/24 Minor Capital Plan, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education, be approved."

Carried

The Secretary-Treasurer presented the proposed minor capital plan for 2023-24 and answered questions from trustees.

8.2 Framework for Enhancing Student Learning
None.

(Trustees Horne, Toye)

8.3 Provincial Council
None

(Trustees Maier, Sanchez)

8.4 Indigenous Education Council
None.

(Trustees Toye, Last)

8.5 Policy Committee

(Trustees Beil, Horne)

8.5.1 September 12, 2022 meeting

Trustee Beil presented the minutes of the September 12, 2022 meeting of the Policy Committee.

8.5.2 Bylaw for Approval

8.5.2.1 Bylaw #1: Procedural Bylaw

Motion 20220920-8.5.2.1a

Beil "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that all three readings of Bylaw #1: Procedural Bylaw be read at the same meeting."

Carried

BYLAW #1: PROCEDURAL BYLAW

A. MEETINGS

1) GENERAL

- a) The quorum for a meeting of the Board shall be a majority of Trustees holding office at that time.
- b) A Trustee may participate in a meeting by telephone or videoconference if the Trustee is unable to be physically present at the meeting.

- c) A Trustee who participates in a meeting by telephone or videoconference shall be deemed present at the meeting and shall be counted for the purposes of determining quorum and voting.
- d) If a Trustee participates in a meeting by telephone or videoconference, there shall be apparatus at the site of the meeting, which permits the Trustee participating by telephone or videoconference to hear all discussion by all Trustees and permits all Trustees to hear all comments by the Trustee participating by telephone or videoconference.
- e) Meetings of the Board will be held at the School Board Office unless the Chairperson gives notice on the written notice of meeting and agenda or the Board otherwise resolves.

2) INAUGURAL MEETINGS

- a) The Board shall meet by the first Tuesday after the term of office begins at the same time as for a regular meeting.
- b) The interim Chairperson of the Inaugural meeting shall be the Secretary-Treasurer until such time as the Board Chairperson has been elected.
- c) The interim Chairperson shall announce the results of Trustee elections and confirm that elected Trustees have completed the Declaration and Oath of Allegiance as required by the School Act, following which the Board Chairperson shall be elected.
- d) The interim Chairperson shall call for nominations for Board Chairperson and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if a tie shall occur, the election shall be decided by drawing of lots.
- e) Following the election of Board Chairperson, the newly elected Board Chairperson shall assume the chair and the order of business shall be:
 - i) Election of Vice-Chairperson;
 - ii) Election or appointment of BCPSEA Representative and Alternate; and
 - iii) Election or appointment of BCSTA Representative and Alternate.
- f) The election of Vice-Chairperson shall be conducted in the same manner as the election of Chairperson.
- g) If the BCPSEA Representative and Alternate and the BCSTA Representative and Alternate are elected, the election shall be conducted in the same manner as the election of Chairperson.
- h) The Board Chair may choose to assign Trustees to Committees and to Schools.

3) REGULAR MEETINGS

- a) A regular meeting shall be held at least once a month on the third Tuesday of the month at 7:00 p.m. in months that school is in session or upon such other day or at such other hour as the Board may decide. Additional meetings shall be held as the Board may decide.

- b) 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.
- c) After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date, at his/her discretion.
- d) The order of business at all regular meetings, unless varied by motion, shall be as follows:
 - i) Adoption of Agenda;
 - ii) Receiving Delegations;
 - iii) Approval of Minutes of Prior Meetings;
 - iv) Necessity of Closed Meeting and Agenda, if Required;
 - v) Correspondence;
 - vi) Superintendent of School's Report;
 - vii) Secretary Treasurer's Report;
 - viii) Reports of Committees;
 - ix) Adjourned Business;
 - x) New Business;
 - xi) Information Items; and
 - xii) 10 Minute Question & Answer Period.
- e) A change to the prescribed order of business may be proposed by a Trustee and shall require unanimous consent, without debate.
- f) The agenda and notice of meetings shall be prepared by the Secretary-Treasurer under the direction of the Chairperson. Written notice of each meeting, together with the proposed agenda, must be given to each Trustee at least 48 hours in advance by email.
- g) Minutes shall be kept by the Secretary-Treasurer of the Board of all proceedings passed at meetings of the Board, such minutes to be concise and to detail proceedings of the Board, but not the contents of speeches.
- h) All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.
- i) All meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct. If, in the opinion of the Board, the public interest so requires, the Board may, by resolution, order a meeting or part thereof to be closed. The Board may exclude persons other than Trustees or persons other than Trustees and officers.

- j) Requests for third party petitions and delegations must:
 - i) be received in writing by the Secretary-Treasurer by the Friday which is 11 days prior to the board meeting;
 - ii) be relevant to the mandate of the school district;
 - iii) provide a summary of the matter to be presented;
 - iv) be approved for presentation to the board at the discretion of the Board Chair;
 - v) designate who the speaker or speakers are to be (maximum of two); and
 - vi) not be in relation to matters that are the subject of labour negotiations; the subject of contractual negotiations or service agreements; or in relation to a specific client, employee, volunteer or student. At the discretion of the Board Chair, a presentation on such matters may be heard at an In-Camera meeting of the Board;

- k) Petitions and delegations are limited to a maximum of 10 minutes. The Board reserves the right to limit the number of delegations to appear at a particular meeting. The Board will not normally receive more than one presentation from a particular person or group on the same or a similar topic in a six month period.
- l) The Board's decision on the course of action to be followed in connection with the matter or matters presented will usually be delayed to a subsequent regular meeting.
- m) Presentations should:
 - i) be arranged at the invitation of the Superintendent of Schools;
 - ii) highlight successful initiatives in the school district; and
 - iii) be limited to a maximum of 10 minutes.
- n) Questions in the 10 Minute Question and Answer period must pertain to items on the agenda for the meeting.
- o) The presiding officer may expel and exclude from a Board meeting any person whom the presiding officer considers has been guilty of improper conduct.

4) SPECIAL MEETINGS

- a) A special meeting of the Board may be called by the Chairperson 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.
- b) Written notice of a special meeting and an agenda shall be given to each Trustee at least 48 hours in advance of the meeting by email. Delivery of a written notice and the agenda may be waived by a majority vote of the Board, provided reasonable steps have been taken to notify all Trustees of the meeting.

5) CLOSED SESSION

- a) Pursuant to paragraph A.3.i, the Board may convene a meeting without the public, or without the public and officers present, at which matters of a confidential nature shall

be discussed. No Trustee shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.

- b) Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall be approved only by the Board in closed meetings and shall not be filed with the minutes of regular meetings.
- c) Pursuant to the School Act, a record of each closed meeting shall be kept available at all reasonable times for any person. The record shall contain a general statement as to the nature of the matters discussed and the general nature of the decisions reached.
- d) Unless otherwise determined by the Board, the following matters shall be considered in closed session:
 - i) Salary claims;
 - ii) Accident claims and other matters where Board liability may arise;
 - iii) Legal opinions respecting the liability or interest of the Board;
 - iv) The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - v) Medical reports, including reports from the School Medical Officer;
 - vi) Matters pertaining to individual students including the conduct, discipline, suspension or expulsion of students, truancy and indigent students;
 - vii) Staff changes including appointments, transfers, resignations, promotions and demotions;
 - viii) Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
 - ix) Lease, sale or exchange of real property prior to finalization thereof;
 - x) Matters pertaining to the safety, security or protection of Board property; and
 - xi) Such other matters where the Board decides that the public interest so requires.
- e) All other matters shall be considered in Public Session.
- f) The agenda of each closed session shall have as an order of business "items for release".

B. CHAIRPERSON AND PRESIDING OFFICERS

1) GENERAL

- a) The Chairperson shall preside at all meetings of the Board but may vacate the Chair in order to propose or second a motion.
- b) The Vice-Chairperson shall preside in the absence of the Chairperson or when the Chairperson vacates the Chair.
- c) 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.

- d) The Chairperson and the Vice-Chairperson shall be elected in December 2017 and for a term of one year in November of each subsequent year, unless otherwise changed. The election shall follow the process outlined in Section A.2 – Inaugural Meetings.
- e) The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- f) The Chairperson shall vote in accordance with paragraph F.1.d.
- g) The Chairperson normally acts as spokesperson for the Board to the media, community and schools.

C. RULES OF ORDER

1) GENERAL

- a) The application of the rules of order will be as follows:
 - i) Where these rules are silent and where not inconsistent with these rules, Robert's Rules of Order Newly Revised shall apply to the conduct of meetings;
 - ii) Where both these rules and Robert's Rules of Order Newly Revised are silent, the Standing Orders of the British Columbia Legislature shall be followed; and
 - iii) Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.
- b) The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the Trustees present at the meeting.
- c) 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.
- d) The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph C.1.a herein.
- e) 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 set a precedent.
- f) All questions shall be decided by a vote on the motion.

D. MOTIONS

1) GENERAL

- a) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.
- b) 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.
- c) 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.
- d) All motions shall be seconded except in Committee.

- e) All motions are debatable except the following:
 - i) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;
 - ii) Motion to fix time for adjournment of a meeting;
 - iii) Motion to proceed to the next meeting;
 - iv) Motion to go into Committee of the Whole or closed session;
 - v) Motion to table;
 - vi) Motion to recess;
 - vii) Motion to suspend rules;
 - viii) Motion to lift from the table; and
 - ix) Motion to move the previous question.
- f) All motions shall be subject to amendment except the following:
 - i) Motion that the question be now put;
 - ii) Motion for adjournment of debate or adjournment of a meeting;
 - iii) Motion to table unless such a motion contains a date for further consideration of the matter tabled;
 - iv) Motion to refer to Committee;
 - v) Motion to proceed to next business;
 - vi) Motion to lift off the table;
 - vii) Motion to reconsider;
 - viii) Motion to postpone indefinitely; and
 - ix) Motion to suspend the rules.
- g) An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same 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.

2) RECONSIDERATION

- a) 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 2/3 majority.

E. DEBATE

1) GENERAL

- a) Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this rule.

- b) No Trustee or staff member shall speak until recognized by the presiding officer.
- c) No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other Trustees who wish to speak have spoken. No Trustee shall speak for a period in excess of five minutes at one time. The presiding officer may caution a Trustee who persists in tedious and repetitious debate and may direct the Trustee to discontinue.
- d) A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- e) No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.

F. VOTING

1) GENERAL

- a) All Trustees present at a meeting must vote although a Trustee must abstain from voting in the event that he has a conflict of interest by reason of having a direct pecuniary interest in a vote.
- b) A Trustee may also abstain from voting if reasons are stated.
- c) Voting shall be by a show of hands and only the results recorded unless a Trustee requests recording of names. Where names are recorded both positive and negative votes shall be recorded.
- d) The Chairperson shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chairperson shall so declare.
- e) All questions shall be decided by a majority of the votes of the Trustees present and voting save as otherwise provided by these bylaws or the School Act.

G. COMMITTEES

1) GENERAL

- a) The Chairperson shall appoint the members to each standing Committee at the first regular meeting in each year, or as soon thereafter as possible.
- b) There shall be the following standing Committees:
 - i) Framework for Enhancing Student Learning Committee;
 - ii) Policy Committee;
 - iii) Finance & Building Committee; and
 - iv) Personnel Committee.
- c) Trustees attending meetings of a Committee are allowed to take part in any discussion or debate, but may not vote.
- d) The rules applying in regular or special meetings shall be observed in Committee of the Whole and in standing Committees so far as they may be applicable, except as to the requirement for seconding of motions and limiting the number of times of speaking.

Speeches in Committee of the Whole or standing Committees must be strictly relevant to the item or clause under consideration.

- e) The actions of a Committee shall not be complete until its report has been approved by the Board.
- f) The proceedings of a Committee will be reported to the Board by means of minutes of committee meetings. Minutes of the Finance & Building Committee and of the Personnel Committee will be presented to the Board at a closed meeting.

2) SCOPE OF COMMITTEES

a) Framework for Enhancing Student Learning Committee

1. Membership:

The committee will include the following positions:

- i. Two Trustees;
- ii. Superintendent of Schools;
- iii. Assistant Superintendent or Director of Instruction;
- iv. District Principal, Learning Services;
- v. District Principal, Aboriginal Education;
- vi. PRPA Representatives;
- vii. PRDTU Representatives;
- viii. IUOE Representatives;
- ix. DPAC Representatives; and
- x. Student Representatives.

The Assistant Superintendent or Director of Instruction, or delegate, will Chair the meetings of the committee.

Other Trustees and staff may be in attendance.

2. Scope of Committee

The main responsibility of the committee is to prepare recommendations for the School Board's approval in the following areas:

- i. Establishing the District's Framework for Enhancing Student Learning; and
- ii. Reviewing progress on the District's Framework for Enhancing Student Learning.

3. Recommendations

Recommendations will be made by Trustee consensus. When consensus is not reached, Trustees may bring alternate recommendations to the Board.

4. Meeting Schedule

The Committee will meet on an "ad hoc" basis.

b) Policy Committee

1. Membership:

The Committee will comprise of the following individuals:

- i. Two Trustees;
- ii. Superintendent of Schools; and
- iii. Secretary-Treasurer.

A Trustee will Chair the meetings of the Committee.

Other Trustees and staff may be in attendance.

2. Recommendations

Recommendations will be made by Trustee consensus. When consensus is not reached, Trustees may bring alternate recommendations to the Board.

3. Scope of Committee:

The main responsibility of the committee is to prepare recommendations for the School Board's approval in the following areas:

- i. Review all Policies and By-Laws regularly;
- ii. Review all proposed new Policies and By-Laws; and
- iii. Monitor the consultation process for the review of Policies and By-Laws.

4. Meeting Schedule

The Committee will meet prior to each scheduled Board meeting.

c) Finance and Building Committee

1. Membership:

- i. Three Trustees;
- ii. Superintendent of Schools; and,
- iii. Secretary Treasurer.

A Trustee will Chair the meetings of the Committee.

Other Trustees and staff may be in attendance.

2. Recommendations

Recommendations will be made by Trustee consensus. When consensus is not reached, Trustees may bring alternate recommendations to the Board.

3. Scope of Committee:

The main responsibility of the committee is to prepare recommendations for the School Board's approval in the following areas:

- i. Seismic Capital Plan;
- ii. Capital Plan;
- iii. Annual Capital Grant Expenditures in excess of \$50,000;
- iv. Audited Financial Statements;

- v. Joint Use Agreements with External Groups; and,
- vi. Repurposing of School Buildings.

The committee will also serve as the Audit Committee for the School District.

4. Audit Committee Oversight

The Finance & Building Committee shall serve as the Audit Committee for the School District. The Audit Committee's principle function is to oversee the school district's financial reporting process and its internal control structure, and report its findings to the Board. This task is facilitated by:

- i. asking questions about the quality of work done by management;
- ii. participating in the audit planning and reporting process; and
- iii. understanding and reviewing the aspects of the operation that put the school district at risk and the district's preparedness to face that risk.

The Audit Committee summarizes its findings and recommendations so that the School Board can make informed decisions.

5. Audit Committee Function

The Committee shall:

- i. Review the audited financial statements and recommend approval of the audited statements by the Board;
- ii. Oversee the internal control structure with a focus on safeguarding district assets;
- iii. Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- iv. Review the nature and extent of other services provided by the external auditors in relation to auditor independence;
- v. 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;
- vi. Oversee engagement of external auditors including the terms of the audit engagement and the appropriateness of proposed fees; and
- vii. Meet with the external auditors at an Audit Committee meeting without staff members present for a portion of the meeting to obtain independent feedback from the external auditors to Trustees.

6. Meeting Schedule

The Committee will meet monthly prior to each scheduled Board meeting.

d) Personnel Committee

1. Membership:

The Committee will comprise of the following individuals:

- i. Chair of the Board;
- ii. Vice Chair of the Board;
- iii. Superintendent of Schools; and

iv. Secretary-Treasurer.

The Director, Human Resources may be invited to attend a meeting of the committee.

The Chair of the Board will Chair the meetings of the Committee.

2. Recommendations

Recommendations will be made by Trustee consensus. When consensus is not reached, Trustees may bring alternate recommendations to the Board.

3. Scope of Committee:

The main responsibility of the committee is to prepare recommendations for the School Board's approval in the following areas:

- i. Annual goal setting for the Superintendent;
- ii. Annual performance evaluation for the Superintendent;
- iii. Review of succession planning for the district;
- iv. Review of proposed changes to salary and benefit plans; and
- v. Recruitment process for vacancies in the positions of Superintendent and Secretary-Treasurer.

4. Meeting Schedule

The Committee will meet on an "ad hoc" basis.

H. BYLAWS AND RESOLUTIONS

1) GENERAL

- a) All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading. A bylaw shall have three readings.
- b) The following matter shall only be resolved by bylaw:
 - i. Amendments to bylaws;
 - ii. The rules of procedure of the Board and rules relative to the organization of meetings of the Board;
 - iii. Regulation and control of the use of property owned and administered by the Board; and
 - iv. Where otherwise required by the School Act.

2) PROCEDURE ON BYLAWS

- a) Before a bylaw is passed, a bylaw of the Board must be given three distinct readings.
- b) Subject to subsection H.2.c, at each of the readings of a bylaw, the bylaw must be read in full.
- c) A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by:
 - i. its title; and
 - ii. a summary of its contents.

- d) 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.

Motion 20220920-8.5.2.1b

Beil "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that Bylaw #1: Procedural Bylaw be read a first time
the 20th day of September, 2022."

Carried

Motion 20220920-8.5.2.1c

Beil "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that Bylaw #1: Procedural Bylaw be read a second
time the 20th day of September, 2022."

Carried

Motion 20220920-8.5.2.1d

Beil "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that Bylaw #1: Procedural Bylaw be read a third time,
finally passed and adopted the 20th day of September, 2022."

Carried

Trustee Beil advised that the committee recommended the approval of this Bylaw, which will move Board meetings from the second Tuesday to the third Tuesday of the month.

8.5.3 Policies for Review

8.5.3.1 2310 – Protection of Students and Maintenance of Order Policy

Motion 20220920-8.5.3.1a

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that 2310 – Protection of Students and Maintenance
of Order Policy be sent to the district's partner groups for review."

Carried

8.5.3.2 5220 – Use of School Grounds and Equipment Policy

Motion 20220920-8.5.3.2a

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that 5220 – Use of School grounds and Equipment
Policy be sent to the district's partner groups for review."

Carried

- 8.6 District Technology Steering Committee
None

(Trustee Kuntz)

9. **Old Business**

9.1 2022-23 Board Meeting Dates

Motion 20220920-9.1a

Last "Be it resolved by the Board of Education of School District No. 52
Sanchez (Prince Rupert) that the 2022-23 Board Meeting Dates Schedule for
the "Third Tuesday" be approved as presented."

Carried

The Secretary-Treasurer asked the Board to consider the timing of the October Board meeting in relation to the trustee election, and provided information of what is happening in other districts.

10. **New Business**

Trustee Beil has been acclaimed as trustee for Area 2 and will serve as trustee for 2022 to 2026.
11. **Information Items:**
 - 11.1 Implementation Day, Friday, September 23, 2022
Chair Toye noted that Implementation day is on September 23, 2022.
 - 11.2 National Day for Truth & Reconciliation, Friday, September 30, 2022
Chair Toye emphasized the importance of the National Day for Truth & Reconciliation on September 30, 2022.
 - 11.3 Thanksgiving Day, Monday, October 10, 2022
Chair Toye noted that the Thanksgiving Day Statutory Holiday is on October 10, 2022.
 - 11.4 School Trustee Election, Saturday, October 15, 2022
Chair Toye noted that the School Trustee Election is on October 15, 2022.
 - 11.5 Board of Education Meeting, Tuesday, October 18, 2022
Chair Toye advised that the next Board of Education Meeting is on October 18, 2022.
 - 11.6 Board of Education Meeting, Tuesday, November 8, 2022 – First meeting of new Board for Board Elections
Chair Toye noted that the Board of Education Meeting on November 8, 2022 will be the first meeting of new Board for Board Elections.
 - 11.7 Remembrance Day, Friday, November 11, 2022
Chair Toye noted that the Remembrance Day Statutory Holiday will be on November 11, 2022.
 - 11.8 Board of Education meeting, Tuesday, November 15, 2022
Chair Toye noted that there will be a Board of Education meeting on November 15, 2022.
12. **10 Minute Question and Answer Period**
 - Q. Did you know it is hard for the PAC to respond with comments on policies during summer holidays?
 - A. Thank you for that.
13. **Adjournment**

Chair Toye adjourned the meeting at 8:10 p.m.

October 3, 2022

Board of Directors
School District 52
634 6th Avenue East
Prince Rupert, BC V8J 1X1
cam.mcintyre@sd52.bc.ca

Re: Invitation to Review and Comment on the NCRD Draft Solid Waste Management Plan

This letter is an invitation to ask for your comments and feedback on the North Coast Regional District's (NCRD) 2022 Draft Solid Waste Management Plan (SWMP) that has recently been posted on the NCRD website here: https://www.ncrdbc.com/sites/default/files/docs/swmp-draft-forrelease-220912-full_0.pdf. We value your feedback and input and hope that you will give this strong consideration.

As required by the BC Environmental Management Act, the NCRD started the process of updating their 1997 SWMP in July 2021 with the formation of a Public and Technical Advisory Committee (PTAC). Sperling Hansen Associates (SHA) was hired in November 2021 to assist with the update and has thus far presented three technical memoranda to the PTAC and the Draft SWMP to the PTAC and the Board of Directors who provided their approval for public consultation on September 9, 2022.

A SWMP is important for the region as it will form the basis of policy, programs and bylaws for the diversion and disposal of household and commercial refuse in the region, and the financial planning for the required environmental protection and upgrades to the recycling depots, transfer stations and landfill. The proposed increased costs to operate and maintain the programs and facilities will be borne by the users and taxpayers in the region over the next five to ten years.

With the Draft SWMP available for review and comment, we are seeking input from you by letter, email or through public meetings at the following dates, times and places:

Method	Location	Details
Mail	Address:	NCRD c/o Daniel Fish, CAO 14 – 342 3 rd Avenue Prince Rupert, BC V8J1L5
Email	Email Address:	info@ncrdbc.com

Method	Location	Details
Public Meetings		
October 24, 2022 3:30 pm – 6:00 pm	Haida Gwaii: Masset	Old Massett Community Hall 348 Eagle Avenue
October 25, 2022 3:30 pm – 6:00 pm	Haida Gwaii: Daajing Giids	Daajing Giids Community Hall Eric Ross Room 134 Bay Street
October 28, 2022 3:30 pm – 6:30 pm	Prince Rupert:	Prince Rupert Library 100 6 th Avenue
Virtual Meeting November 2, 2022 6:00 pm – 8:00 pm	Zoom Invitation: https://us06web.zoom.us/j/84287304958	Invitation link included and will be broadly circulated to the public

The project team will also be available to attend a meeting with you individually (staff, Council, Board of Directors, etc) virtually should you want an opportunity to ask questions during a regularly scheduled corporate meeting.

The attached three tables highlight the strategies being put forward for implementation as well as the estimated costs for the strategies and other capital upgrades, studies and new equipment required over the next five years. Cost recovery has not been included in the Five-Year Financial Plan at this time as this will require discussion amongst the financial managers and Board of Directors.

Once all of the comments and feedback are consolidated the Draft SWMP will be updated and then presented as the final SWMP for the PTAC and Board of Director's approval. Submission of the updated SWMP to the Ministry of Environment and Climate Change Strategy (ENV) is expected to occur upon Board of Director's approval in the spring of 2023.

Your input is invaluable and essential to this process, and we look forward to hearing from you by January 31, 2023. If you have any questions, please contact the undersigned at 250-624-2002 (ext.8) or toll free at 888-301-2002.

Sincerely,



Daniel Fish
Chief Administrative Officer

Attachments: Tables 17, 18 and 19

Cc: Leonard Cook, Environmental Protection Officer, MECC

Table 1: Diversion Potential Summary

Initiative	Waste Reduction, Reuse and Recycling	Diversion Potential (Tonnes)
A-1	Improve the operational efficiency of the NCRD waste management system	N/A
A-2	Continue monitoring solid waste management facilities and services	N/A
A-3	Improve service delivery to rural and underserved communities in the Island and Mainland service areas	N/A
A-4	Improve transportation of materials between service areas	N/A
A-5	Develop cost recovery models	N/A
A-6	Establish a permanent Island Solid Waste Advisory Committee	N/A
A-7	Expand the list of prohibited wastes	N/A
A-8	Update Bylaws	N/A
R-1	Fund a Waste Reduction Coordinator	483
R-2	Assist users and improve their participation in waste segregation and diversion programs	See R-1
R-3	Maximize compliance with new and existing stewardship programs	400
R-4	Optimize recycling efficiencies by increasing diversion rates for residential materials or commercial generators that are below average	100
R-5	Develop a strategy to reduce single-use items	10
R-6	Develop a food waste reduction strategy	900
R-7	Collect household hazardous waste (HHW)	5
R-8	Encourage reuse such as thrift stores	30
R-9	Work with local bicycle retailers for inclusion in the Tire Stewardship BC bicycle tire program	1.8
I-1	Encourage initiatives for commercial organics diversion	225
I-2	Enhance and enforce ICI solid waste source control	375
I-3	Recover costs of ICI PPP processing	N/A
CRD-1	Clean wood waste diversion and re-use	N/A
Total waste diversion potential		2,530

Table 2: Mainland Solid Waste Five Year Financial Plan

ITEM	2022	2023	2024	2025	2026	2027
REVENUE						
Tax Requisition	\$ 265,040	\$ 265,040	\$ 265,040	\$ 265,040	\$ 265,040	\$ 265,040
Grants	\$ 1,177,240	\$ 21,470	\$ 21,470	\$ 21,470	\$ 21,470	\$ 21,470
Sale of Services	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290
Commercial Charges	\$ 34,480	\$ 34,480	\$ 34,480	\$ 34,480	\$ 34,480	\$ 34,480
Processing	\$ 128,650	\$ 128,650	\$ 128,650	\$ 128,650	\$ 128,650	\$ 128,650
Interest/Investment Income	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100
Loan (Debt) Proceeds	\$ 400,000					
Recycling Agreements	\$ 29,610	\$ 29,610	\$ 29,610	\$ 29,610	\$ 29,610	\$ 29,610
Recycled Commodities Revenue	\$ 290,850	\$ 290,850	\$ 290,850	\$ 290,850	\$ 290,850	\$ 290,850
Rental and Lease Income	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900
Transfer from Reserves	\$ 615,090	\$ -	\$ -	\$ 30,000	\$ -	\$ -
TOTAL	\$ 2,962,250	\$ 791,390	\$ 791,390	\$ 821,390	\$ 791,390	\$ 791,390
EXPENDITURES						
Wages & Benefits	\$ 488,070	\$ 554,440	\$ 576,617	\$ 599,682	\$ 623,669	\$ 648,616
R-1 Fund a Waste Reduction Coordinator		\$ 46,847	\$ 48,721	\$ 50,670	\$ 52,697	\$ 54,804
Support Services	\$ 74,660	\$ 82,946	\$ 80,752	\$ 83,982	\$ 87,342	\$ 90,835
A-8 Update Bylaws & Website		\$ 5,300				
Staff Expenses	\$ 6,600	\$ 6,864	\$ 7,139	\$ 7,424	\$ 7,721	\$ 8,030
Memberships & Professional Fees	\$ 15,000	\$ 15,600	\$ 16,224	\$ 16,873	\$ 17,548	\$ 18,250
Office Expenses	\$ 9,920	\$ 10,317	\$ 10,729	\$ 11,159	\$ 11,605	\$ 12,069
Freight/Transportation	\$ 55,300	\$ 57,512	\$ 59,812	\$ 62,205	\$ 64,693	\$ 67,281
Disposal/Tipping Charges	\$ 9,230	\$ 9,599	\$ 9,983	\$ 10,382	\$ 10,798	\$ 11,230
Materials Purchases	\$ 500	\$ 520	\$ 541	\$ 562	\$ 585	\$ 608
Shop Supplies and Small Tools	\$ 19,900	\$ 20,696	\$ 21,524	\$ 22,385	\$ 23,280	\$ 24,211
Facilities Repair & Maintenance	\$ 22,650	\$ 23,556	\$ 24,498	\$ 25,478	\$ 26,497	\$ 27,557
Facilities Operation	\$ -	\$ -	\$ -	\$ -	\$ 54,000	\$ 56,160
R-7 Collect HHW					\$ 54,000	\$ 56,160
Facilities Insurance	\$ 12,540	\$ 13,042	\$ 13,563	\$ 14,106	\$ 14,670	\$ 15,257
Monitoring & Lab Testing	\$ 6,650	\$ 6,916	\$ 7,193	\$ 7,480	\$ 7,780	\$ 8,091
Utilities	\$ 24,720	\$ 25,709	\$ 26,737	\$ 27,807	\$ 28,919	\$ 30,076
Legal	\$ 1,000	\$ 1,040	\$ 1,082	\$ 1,125	\$ 1,170	\$ 1,217
Advertising & Promotion	\$ 1,200	\$ 1,248	\$ 2,398	\$ 2,494	\$ 3,344	\$ 3,477
A-7 Expand List of Prohibited Waste			\$ 1,100	\$ 1,144	\$ 1,190	\$ 1,237
R-6 Develop a Food Waste Strategy					\$ 750	\$ 780
Vehicle Insurance	\$ 1,680	\$ 1,747	\$ 1,817	\$ 1,890	\$ 1,965	\$ 2,044
Vehicle Fuel/Lubricants	\$ 13,200	\$ 13,992	\$ 14,832	\$ 15,721	\$ 16,665	\$ 17,665
Vehicle Repair & Maintenance	\$ 55,500	\$ 57,720	\$ 60,029	\$ 62,430	\$ 64,927	\$ 67,524
Debt Payments	\$ 25,650	\$ 25,650	\$ 25,650	\$ 25,650	\$ 25,650	\$ 25,650
Transfer to Reserves (Capital/Planning)	\$ 77,970	\$ 77,970	\$ 77,970	\$ 47,970	\$ 77,970	\$ 77,970
Contribution to Reserves	\$ 4,130	\$ 4,130	\$ 4,130	\$ 4,130	\$ 4,130	\$ 4,130
TOTAL	\$ 926,070	\$ 1,011,214	\$ 1,043,220	\$ 1,050,936	\$ 1,174,927	\$ 1,217,948
NET	\$ 2,036,180	-\$ 219,824	-\$ 251,830	-\$ 229,546	-\$ 383,537	-\$ 426,558
CAPITAL						
Mainland Recycling-Building Renovation	\$ 2,036,180					
R-3 Maximize Stewardship				\$ 80		
R-7 Collect HHW					\$ 200	
RM-4 Illegal Dumping Management		\$ 231				
SWMP 5 Year Review						\$ 15,000
Organics Management Strategy		\$ 20,000				
Waste Characterization Study					\$ 70,000	
Baler				\$ 30,000		
TOTAL	\$ 2,036,180	\$ 20,231	\$ -	\$ 30,080	\$ 70,200	\$ 15,000
NET	\$ -	-\$ 240,055	-\$ 251,830	-\$ 259,626	-\$ 453,737	-\$ 441,558



Table 3: Island Solid Waste Five Year Financial Plan

ITEM	2022	2023	2024	2025	2026	2027
REVENUE						
Tipping Fees	\$ 108,630	\$ 108,630	\$ 108,630	\$ 108,630	\$ 108,630	\$ 108,630
User Fees - Collection Services	\$ 704,130	\$ 704,130	\$ 704,130	\$ 704,130	\$ 704,130	\$ 704,130
User Fees - Other	\$ 45,900	\$ 45,900	\$ 51,900	\$ 51,900	\$ 51,900	\$ 51,900
Tax Requisition	\$ 277,660	\$ 287,112	\$ 296,943	\$ 307,166	\$ 317,799	\$ 328,857
Early/Late Payment	-\$ 8,050	-\$ 8,050	-\$ 8,050	-\$ 8,050	-\$ 8,050	-\$ 8,050
Grants	\$ 50,000					
Interest/Investment Income	\$ 6,020	\$ 6,020	\$ 6,020	\$ 6,020	\$ 6,020	\$ 6,020
Sundry Income	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Loan Proceeds	\$ 250,000					
Transfer from Reserves	\$ 65,280	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from COVID Reserve (310)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Recycled Commodities Revenue	\$ 48,300	\$ 48,300	\$ 48,300	\$ 48,300	\$ 48,300	\$ 48,300
TOTAL	\$ 1,554,350	\$ 1,198,542	\$ 1,214,373	\$ 1,224,596	\$ 1,235,229	\$ 1,246,287
EXPENDITURES						
Wages & Benefits	\$ 530,790	\$ 598,869	\$ 622,823	\$ 647,736	\$ 673,646	\$ 700,592
R-1 Fund a Waste Reduction Coordinator		\$ 46,847	\$ 48,721	\$ 50,670	\$ 52,697	\$ 54,804
Support Services	\$ 98,450	\$ 109,388	\$ 106,484	\$ 110,743	\$ 115,173	\$ 119,779
A-6 Islands Solid Waste Advisory Committee						
A-8 Update Bylaws & Website		\$ 7,000				
Staff Expenses	\$ 7,000	\$ 7,280	\$ 7,571	\$ 7,874	\$ 8,189	\$ 8,517
Memberships & Professional Fees	\$ 25,510	\$ 10,930	\$ 61,368	\$ 11,000	\$ 11,440	\$ 11,898
Office Expenses	\$ 13,940	\$ 14,498	\$ 15,078	\$ 15,681	\$ 16,308	\$ 16,960
Freight/Transportation	\$ 25,200	\$ 26,208	\$ 27,256	\$ 28,347	\$ 29,480	\$ 30,660
Facilities Repair & Maintenance	\$ 18,250	\$ 18,980	\$ 19,739	\$ 20,529	\$ 21,350	\$ 22,204
Facilities Insurance	\$ 4,390	\$ 4,566	\$ 4,748	\$ 4,938	\$ 5,136	\$ 5,341
Permits & Licenses (315)	\$ 250	\$ 260	\$ 270	\$ 281	\$ 292	\$ 304
Monitoring & Lab Testing	\$ 10,830	\$ 11,263	\$ 11,714	\$ 12,182	\$ 12,670	\$ 13,176
Rent	\$ 56,380	\$ 58,635	\$ 60,981	\$ 63,420	\$ 65,957	\$ 68,595
Utilities	\$ 7,440	\$ 7,738	\$ 8,047	\$ 8,369	\$ 8,704	\$ 9,052
Legal	\$ 2,000	\$ 2,080	\$ 2,163	\$ 2,250	\$ 2,340	\$ 2,433
Advertising & Promotion	\$ 1,500	\$ 1,560	\$ 2,722	\$ 2,831	\$ 3,695	\$ 3,842
A-7 Expand List of Prohibited Waste			\$ 1,100	\$ 1,144	\$ 1,190	\$ 1,237
R-6 Develop a Food Waste Strategy					\$ 750	\$ 780
Vehicle Insurance	\$ 6,500	\$ 6,760	\$ 7,030	\$ 7,312	\$ 7,604	\$ 7,908
Vehicle Fuel/Lubricants	\$ 64,800	\$ 68,688	\$ 72,809	\$ 77,178	\$ 81,809	\$ 86,717
Vehicle Repair & Maintenance	\$ 49,000	\$ 50,960	\$ 52,998	\$ 55,118	\$ 57,323	\$ 59,616
Vehicle Lease (Loan) (313)	\$ 4,560	\$ 26,330	\$ 26,330	\$ 26,330	\$ 26,330	\$ 26,330
Contract Services	\$ 261,530	\$ 266,306	\$ 278,926	\$ 281,279	\$ 283,727	\$ 297,147
CRD-1 Clean Wood Waste Diversion and Re-Use						
RM-1 Maintenance of Transfer Stations		\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
RM-3 Problem Waste - Auto Hulks						
RM-3 Problem Waste - Crushables						
Transfer to Reserves	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
Contribution to Reserves	\$ 54,020	\$ 74,020	\$ 74,020	\$ 74,020	\$ 74,020	\$ 74,020
Problem Waste (Auto Hulks, Crushables, Scrap Metal)		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
TOTAL	\$ 1,269,340	\$ 1,392,318	\$ 1,490,078	\$ 1,484,418	\$ 1,532,191	\$ 1,592,091
NET	\$ 285,010	-\$ 193,776	-\$ 275,706	-\$ 259,821	-\$ 296,962	-\$ 345,804
CAPITAL						
Hauling (313)	\$ 250,000					
Landfill (317)	\$ 35,000					
R-3 Maximize Stewardship				\$ 22,720		
RM-4 Illegal Dumping Management		\$ 231				
OCC Baler			\$ 30,000			
Phase 5 Island Landfill Closure		\$ 600,000				
Island Landfill DOCP Update			\$ 75,000			
SWMP 5 Year Review						\$ 10,000
Organics Management Strategy		\$ 20,000				
Waste Characterization Study					\$ 30,000	
Roll Off Containers		\$ 65,000		\$ 240,000		
ISW Pickup				\$ 105,000		
TOTAL	\$ 285,000	\$ 685,231	\$ 105,000	\$ 367,720	\$ 30,000	\$ 10,000
NET	\$ 10	-\$ 879,007	-\$ 380,706	-\$ 627,541	-\$ 326,962	-\$ 355,804

EXECUTIVE SUMMARY

In British Columbia, regional districts develop solid waste management plans (SWMPs) under the provincial *Environmental Management Act*. This plan, an update of the 1996 original plan, provides a long-term vision of how the North Coast Regional District (NCRD) would like to manage its solid waste and will serve to guide the solid waste management related activities and policy development in the NCRD for the next five to ten years.

For this Plan, the items addressed were:

1. Improve regular examination of each solid waste management service so that they can be refined and modified as necessary to improve efficiency.
2. Implement an advisory committee to assist with managing the Island Solid Waste Service.
3. Improve waste diversion by prohibiting materials from disposal that have an alternative use or can be recycled under a viable and sustainable program (e.g. EPR).
4. Update waste management bylaws.
5. Dedicate time and resources to waste reduction communication and education in the region.
6. Optimize residential and commercial diversion of recyclables and reuse items.
7. Manage use of single-use items such as plastic grocery bags, take-out containers.
8. Divert organics (food, yard waste and clean wood) that are an estimated 25% of the waste stream from the residential and commercial sectors.
9. Improve management of hazardous waste and problem waste.
10. Implement an illegal dumping management strategy.

This plan provides strategies, actions and a budget to address the above items.

OCT 04 2022

P.O. Box 21
Prince Rupert, BC, V8J 3P4

September 30, 2022

School District 52 - Prince Rupert
634 6th Ave East Prince Rupert, BC V8J 1X1
Attn: Board of Education

Concerns regarding District Code of Conduct and Anti-Racism Policy 1410 and District Code of Conduct Regulation 1410-10

I am writing you today with concerns regarding District Code of Conduct and Anti-Racism Policy 1410 and District Code of Conduct Regulation 1410-10 with respect to our compliance with Ministerial Order 276/07 PROVINCIAL STANDARDS FOR CODES OF CONDUCT ORDER (copy attached) and amendments.

Reference Ministerial Order 276/07

I believe we should reference our Ministerial Order within Policy 1410 and Regulation 1410-10.

Academic Misconduct

I remain concerned that our Policies and Regulations are silent on the issue of Academic Misconduct. Academic misconduct includes any conduct by which an individual gains or attempts to gain an unfair scholastic advantage or compromising the integrity of our educational programs, or helping or attempting to help another person commit an act of misconduct or gain, or attempt to gain, an unfair scholastic advantage. Examples include:

Cheating

providing or using unauthorized methods or information to gain scholastic credit via dishonest means.

Plagiarism

presenting someone else's ideas and work as your own without giving them proper credit.

Impersonation

pretending that you are someone else in order to do work on their behalf, or having someone impersonate you on your behalf and complete your work.

Scheduled Code Review

In "Safe, Caring and Orderly Schools", our guide states that behaviours in the school community should be continuously monitored to ensure that the codes are current and reflect situations that arise. Furthermore, our guide recommends a regularly scheduled code review process, allowing for adaptation to emerging circumstances. Accordingly, our policy should be updated

to require that our regulation proactively disclose our regular code of conduct review schedule.

Establishing Codes of Conduct

Item 2 of the order states:

Boards must, in accordance with this order, establish one or more codes of conduct for the schools within their school district and ensure that the schools within their school district implement the codes.

Unfortunately, our policy states:

Individual school codes of conduct are to be developed within this framework by the principal Representatives of staff, students, and parents and guardians will all have input when developing and updating the school code of conduct.

I believe a period was intended to be placed after the word principal. However, while our policy succeeds in defining the development of school codes, it fails to describe how we will establish and ensure the implementation of our codes.

This concern is amplified with a reading of item 3 of the order:

When establishing codes of conduct, boards must consider the results of the consultations undertaken by schools within its school district at the school level with individuals or groups the schools consider are representative of

- (a) employees of the board,
- (b) parents,
- (c) and students

Our policy therefore needs to indicate that our schools are to report which individuals or groups our schools selected as representatives, how these consultations were implemented, and how we might augment the effectiveness of our codes of conduct in addressing current school safety issues. Read together, it is clear that while our schools are to review and recommend, our Minister expects that ultimately, it is our Board that establishes our codes of conduct in the fulsome context of our district obligations.

Implementing Codes of Conduct

Returning to Item 2:

Boards must, in accordance with this order, establish one or more codes of conduct for the schools within their school district and ensure that the schools within their school district implement the codes.

Unfortunately, our section 5 "Record Keeping" of our regulation states:

The Board expects that district and school administration and staff *** check School Act*** will maintain accurate and reliable records

which allow the monitoring and tracking of individual, school and district-wide student conduct data over time.

I believe that "*** check School Act***" was a typo, and suggest this might be an appropriate place to reference our Ministerial Order. Furthermore, we need to clarify the twofold purpose of our record keeping, firstly as a means to ensure that our schools have implemented our codes, and secondly, as a means of allowing school community representatives to evaluate our efficacy in addressing school safety concerns.

Code Structure

Item 6 of the order states:

Boards must ensure that the following elements are included in their codes of conduct:

- (a) a reference to
 - (i) each of the prohibited grounds of discrimination set out in section 7 (Discriminatory publication) and section 8 (Discrimination in accommodation, service and facility) of the Human Rights Code, RSBC 1996, c. 210, and
 - (ii) without limiting subsection (i), sexual orientation, gender identity or expression;
- (b) a statement of purpose that provides a rationale for the code of conduct, with a focus on safe, caring and orderly school environments;
- (c) one or more statements about what is
 - (i) acceptable behaviour, and
 - (ii) unacceptable behaviour, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment;
- (d) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and special needs, if any;
- (e) an explanation that the board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.

Unfortunately, District Code of Conduct Regulation 1410-10 does not contain a statement of purpose, and section 9 School Codes of Conduct does not specify a minimum requirement for the contents of our school codes.

Truth and Reconciliation

I believe that our Board is not only committed to the principles and values set out in the Charter of Rights and Freedoms and the BC Human Rights Code, but also to Truth and Reconciliation. Accordingly, our Code of Conduct policy and regulation should also include our ongoing commitment to reflect on the truth, learn from the past, and walk together in peace, understanding and healing. Please consider codifying our community vision of the

future of education as an opportunity learn to walk together in a journey of reconciliation.

Respectfully, I submit that that our policies and regulations need to be reworked to establish our community commitments, and compliance with our Ministerial Order and amendments..

A handwritten signature in black ink, appearing to read 'Adam Clarke', written in a cursive style.

Adam Clarke

PROVINCIAL STANDARDS FOR CODES OF CONDUCT ORDER

Authority: *School Act*, sections 85(1.1) 168 (2) (s.1)

Ministerial Order 276/07 (M276/07) Effective October 17, 2007
Amended by M208/14 Effective June 23, 2014
Amended by M341/16 Effective September 7, 2016
Orders of the Minister of Education

- 1 In this order “**board**” includes a francophone education authority as defined in the *School Act*.
- 2 Boards must, in accordance with this order, establish one or more codes of conduct for the schools within their school district and ensure that the schools within their school district implement the codes.
- 3 When establishing codes of conduct, boards must consider the results of the consultations undertaken by schools within its school district at the school level with individuals or groups the schools consider are representative of
 - (a) employees of the board,
 - (b) parents, and
 - (c) students
- 4 Boards must ensure that schools within their school district
 - (a) make codes of conduct available to the public;
 - (b) distribute the codes of conduct at the beginning of the school year to
 - (i) employees of the board at the school,
 - parents of students attending the school, and
 - (ii) students attending the school
 - (c) provide codes of conduct to employees of the board who are assigned to a school during the school year when they are so assigned;
 - (d) provide the codes of conduct to students who start attending a school during the school year and their parents when the students start attending the school;
 - (e) display the codes of conduct in a prominent area in the school.
- 5 Boards must ensure that schools within their school district review the codes of conduct annually with individuals or groups the schools consider are representatives of
 - (a) employees of the board,
 - (b) parents, and
 - (c) studentsto assess the effectiveness of the codes of conduct in addressing current school safety issues.
- 6 Boards must ensure that the following elements are included in their codes of conduct:
 - (a) a reference to
 - (i) each of the prohibited grounds of discrimination set out in section 7 (*Discriminatory publication*) and section 8 (*Discrimination in accommodation, service and facility*) of the *Human Rights Code*, RSBC 1996, c. 210, and

PROVINCIAL STANDARDS FOR CODES OF CONDUCT ORDER

- (ii) without limiting subsection (i), sexual orientation, gender identity or expression;
- (b) a statement of purpose that provides a rationale for the code of conduct, with a focus on safe, caring and orderly school environments;
- (c) one or more statements about what is
 - (i) acceptable behaviour, and
 - (ii) unacceptable behaviour, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment;
- (d) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and special needs, if any;
- (e) an explanation that the board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.

[am M208/14, effective June 23/14; am M341/16, effective Sept 7/16]

7 Further to section 6(c), boards must do the following in the statements about consequences of unacceptable behaviour:

- (a) whenever possible and appropriate, focus on consequences that are restorative in nature rather than punitive, and
- (b) include an explanation that special considerations may apply to students with special needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.



British Columbia
School Trustees
Association

September 29, 2022

Dr. Allyson Jule

Chair

Association BC Deans of Education
allyson.jule@ufv.ca

Jim Iker

Chair

British Columbia Teachers' Council
400 - 2025 West Broadway
Vancouver, B.C. V6J 1Z6
BCTC@gov.bc.ca

Dear Dr. Allyson Jule and Jim Iker,

Subject: Teacher Education Programs in Rural Districts

On July 29, the British Columbia School Trustees Association (BCSTA) received a letter from the British Columbia Teachers' Council (BCTC) that updated the association on recently approved and revised certification standards. BCSTA's board of directors reviewed this letter at a recent meeting and asked that I reply with the following request.

As you engage in this vital work, we ask that you also continue to focus on the need for teacher education programs, both satellite and blended, in rural and more remote areas of the province.

Rural and remote school districts continue to face extreme challenges around the recruitment and retention of educators, which negatively impacts students. While the problem is complex, we must find ways to support and expand teacher education programs in these communities to assist districts in developing and attracting qualified teaching professionals. By continuing to prioritize improvements to teacher education programs across the province, we can better support learners equitably in their education.

Thank you for considering this request as part of your ongoing work.

Sincerely,

Carolyn Broady

President

British Columbia School Trustees Association

CC: Christina Zacharuk, Deputy Minister, Ministry of Education and Child Care
Shawn McMullin, Director of Professional Excellence Unit, Teacher Regulation Branch, Ministry of Education and Child Care
BCSTA member boards of education
Suzanne Hoffman, CEO, BCSTA
BCSTA Board of Directors

**SUPERINTENDENT OF SCHOOLS REPORT
TO BOARD OF SCHOOL TRUSTEES**

October 18, 2022

6.1 For Board Information:**6.1.1 Field Trips Approved**

	School	Dates	# School Days	Grade	Purpose
1.	CHSS	Oct 1, 2022	0	9-12	Smithers Cross Country meet
2.	CHSS	Oct 1, 2022	0	9-12	Terrace Volleyball Play date
3.	PRMS	Oct 5, 2022	1	7	Butze Rapids Trail
4.	CHSS	Oct 8, 2022	0	9-12	Mount Elizabeth Secondary school for boys soccer
5.	PRMS	Oct 8, 2022	0	7/8	Smithers girls volleyball play day
6.	CHSS	Oct 15, 2022	0	9/10	Kitimat girls volleyball playday
7.	CHSS	Oct 21-22, 2022	0	9-12	Smithers Cross country zone championship
8.	CHSS	Oct 29, 2022	0	9/10	Terrace junior girls volleyball playday
9.	PRMS	Nov 5, 2022	0	7/8	Terrace volleyball zones
10.	CHSS	May 18-23/23	2	FSL 12	Haida Gwaii Capstone trip

6.1.2 Enrolment

6.1.3 Upcoming Projects/Learning/Other

School District No. 52
 EXPENDITURES BY PROGRAM AT SEPTEMBER 30, 2022
 (Fund-Function-Program)

Fund : 0 Operating

PR	TITLE	SEP	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,197,803.03	1,424,935.68		12,099,307	10,674,371	88
03	Career Preparation	9,696.39	9,794.68		132,918	123,123	93
07	Library Services	40,655.52	42,097.97		464,836	422,738	91
08	Counselling	41,382.32	43,985.56		577,427	533,441	92
10	Special Education	341,367.08	466,458.32		3,975,676	3,509,218	88
30	English Language Development	164.47	164.47		2,373	2,209	93
31	Aboriginal Education	155,423.74	236,450.89		1,867,525	1,631,074	87
41	Business Admin	136,526.64	365,623.35		1,509,632	1,144,009	76
TOTAL FOR Function - 1		1,923,019.19	2,589,510.92	0.00	20,629,694	18,040,183	87
Function : 4 District Administration							
11	Education Admin	33,299.57	106,616.68		399,332	292,715	73
40	Governance	8,592.32	43,936.46		211,165	167,229	79
41	Business Admin	92,876.28	300,237.19	945.00	1,273,134	971,952	76
TOTAL FOR Function - 4		134,768.17	450,790.33	945.00	1,883,631	1,431,896	76
Function : 5 Maintenance & Operations							
41	Business Admin	16,675.41	50,111.15		251,553	201,442	80
50	Plant Maintenance	235,092.89	743,415.34	26,683.59	2,371,740	1,601,641	68
52	Maintenance Of Grounds	12,205.10	25,640.75		118,973	93,332	78
56	Utilities	14,575.99	28,307.06		450,742	422,435	94
TOTAL FOR Function - 5		278,549.39	847,474.30	26,683.59	3,193,008	2,318,850	73
Function : 7 Transportation							
41	Business Admin	326.95	983.97		4,272	3,288	77
70	Student Transportation	26,450.00	36,095.59		323,708	287,612	89
TOTAL FOR Function - 7		26,776.95	37,079.56	0.00	327,980	290,900	89
TOTAL FOR Fund - 0		2,363,113.70	3,924,855.11	27,628.59	26,034,313	22,081,829	85
GRAND TOTAL		2,363,113.70	3,924,855.11	27,628.59	26,034,313	22,081,829	85

School District No. 52 - Prince Rupert Financial Results as at September 30, 2022

	2022/23 Budget	Year-to-Date Sep 30	Remainder	Remainder %	Months	Notes
Operating Revenue	25,990,951	2,876,752	23,114,199	88.9%		1
Operating Expenses:						
Salaries:						
Teachers	10,027,346	1,084,772	8,942,574	89.2%	10	
Principals and Vice Principals	1,970,133	483,230	1,486,903	75.5%	12	
Educational Assistants	1,961,690	132,920	1,828,770	93.2%	10	
Support Staff	2,181,651	399,708	1,781,943	81.7%	10&12	
Other Professionals	1,651,104	415,745	1,235,359	74.8%	12	
Substitutes	1,084,101	125,626	958,475	88.4%	10	
<i>Total Salaries</i>	18,876,025	2,642,001	16,234,024	86.0%		
Employee Benefits	4,148,454	550,018	3,598,436	86.7%	10&12	
Total Salaries and Benefits	23,024,479	3,192,020	19,832,459	86.1%		
Services and Supplies	3,009,834	732,836	2,276,998	75.7%	10&12	2
Total Operating Expenses	26,034,313	3,924,856	22,109,457	84.9%		
Operating Income (Loss)	(43,362)	(1,048,104)	1,004,742			1

Note 1 In July and August the board receives a total of 6% of the annual Operating Grant from the Ministry. The Board receives 5.35% of the Operating Grant in September. In subsequent months, the Board receives a minimum of 9.77% of the Operating Grant. Therefore it is normal to record a "loss" in the month of September.

Note 2 Increase of \$85,124 budget in supplies and supplies for school surplus

**School District No. 52 - Prince Rupert
Reserves at June 30, 2022**

	Approved Reserve	Budgeted Reserve	Planned Additional Spend
Capital Purchases	226,590		45,000
School Generated Funds	185,087		-
School Carry-Over Funds	85,124		85,124
Indigenous Education	138,288	103,238	35,050
Indigenous Education	88,297		-
Planned Projects	128,000		128,000
Training	25,000		25,000
	876,386	103,238	318,174

**School District No. 52 - Prince Rupert
Budget & Reserves for 2022/23**

	2022/23 Budget	June 30, 2022 Reserves	Remainder
Operating Revenue	25,990,951		25,990,951
Operating Expenses:			
Salaries:			
Teachers	10,027,346	2,500	10,029,846
Principals and Vice Principals	1,970,133		1,970,133
Educational Assistants	1,961,690		1,961,690
Support Staff	2,181,651		2,181,651
Other Professionals	1,651,104		1,651,104
Substitutes	1,084,101	25,000	1,109,101
<i>Total Salaries</i>	18,876,025	27,500	18,903,525
Employee Benefits	4,148,454	500	4,148,954
Total Salaries and Benefits	23,024,479	28,000	23,052,479
Services and Supplies	2,924,710	245,174	3,169,884
Total Operating Expenses	25,949,189	273,174	26,222,363
Operating Income (Loss)	41,762	(273,174)	(231,412)
Budgeted Prior Year Surplus	103,238	318,174	421,412
Tangible Capital Assets Purchased	(45,000)	(45,000)	(90,000)
Budgeted Surplus (Deficit) for the year	100,000	-	100,000

Monthly Report to the Board

September 2022

Facilities

Conrad washroom drywall is near completion. Door frames have been installed.

Roosevelt got a new wheelchair ramp at the back door for more accessible access to the playground.

Conrad received a light renovation to the office space to make the front door more visible from the office and to move the vice-principal into the main office. The kitchen was also updated.

Custodial

Next years' supply of HVAC filters have been ordered.

Energy & Conservation

Boilers have been turned on at all locations. The warm September/October will reduce the amount of gas consumed.

The HVAC upgrades at CHSS and Roosevelt are expected to reduce energy consumption slightly.

Transportation

New bus booking procedures were implemented to streamline the process as the district gets busier with the field trip buses.

Health & Safety

Maintenance has a good supply of hand sanitizer, masks, disinfectant wipes and classroom sanitizer to be distributed as needed.

Monthly Report to the Board

SEPT 2022

- **Network Status** – No Power Outage reported.
- **Computer purchases** – 15 Laptops were purchased for CHSS. Delivery is expected in October.
- **School Startup** – Technicians were very busy in the Month of September due to School startup, creating new student and employee accounts, resetting passwords, and relocating computers for staff.
- **WIFI Access Points** – Few issues were reported at PRMS and CHSS after the implementation of the new RUCKUS Wi-Fi 6. Issues were related to old laptops and older iPads.
- **Cell Phone** – Management of mobile devices will be streamlined with the help of JAMF software. This process helps to manage the devices in case the device is stolen or lost.
- **1701** – Technicians were busy ensuring all data which is to be submitted to the Ministry is error-free and accurate.
- **Phishing Awareness** – In early September, a phishing simulation test was sent to all the staff to gauge how staff would respond to phishing attacks in a real-world scenario. A total of 453 Email was sent out and out of that 171 Opened the email and 39 People clicked on the link and 3 people replied to the phishing email. Out of 171 emails that were opened only 16 people reported Phishing. When staff receive a suspicious email, they must report it as a Phish alert. Steps will be taken to implement further Phishing training for both new and existing employees.

School District No. 52 (Prince Rupert)
Policy Committee
Tuesday, October 11, 2022
4:45 pm

MINUTES

In attendance: James Horne
Kate Toye (Observer)
Kristy Maier (Observer)
Louisa Sanchez (Observer)
Andrew Samoil
Cam McIntyre
Regrets: Janet Beil

The meeting was called to order at 4:45 p.m.

1. Policies for Approval

- a. 2310 Protection of Students and Maintenance of Order Policy
- b. 5220 Use of School Grounds and Equipment Policy

The Secretary-Treasurer advised that no comments were received on the draft policies. The Committee agreed to send these policies, as presented, to the Board for approval.

2. Policies for Review

- a. 3410 Security and Protection of Buildings Policy
- b. 3420 Video Surveillance Policy

The Secretary-Treasurer presented the draft policies and answered questions from trustees. The Committee agreed to ask the Board to send the draft policies, as amended, to partner groups for their review.

3. Other Business

- a. Committee Review (Placeholder)

For future discussion.

b. Correspondence – Code of Conduct

The Secretary-Treasurer presented a letter received with comments on the district's code of conduct policy and regulation. The committee asked the letter to go to the open Board meeting. The committee also asked staff to review the comments and report back to the committee.

Meeting Adjourned at 5:02 p.m.

Next Meeting: Wednesday, November 9, 2022

2310 | Protection of Students and Maintenance of Order Policy

Date Approved: December 14, 2016

In accordance with School Act Section 177, the Board of Education authorizes principals, teachers, secretaries, and custodians in its employ to make directions and to follow such courses of action as deemed appropriate for the protection of students and maintenance of order.

The order of authority under this authorization is as follows:

1. School principal, and in the event of absence,
2. Designate, and in the event of absence,
3. Teacher, and in the event of absence,
4. Secretary, and in the event of absence,
5. Custodian.

School Act, Section 177 states:

1. A person must not disturb or interrupt the proceedings of a school or an official school function.
2. A person who is directed to leave the land or premises of a school by a principal, vice principal, director of instruction or a person authorized by the board to make that direction
 - a) Must immediately leave the land and premises, and
 - b) Must not enter on the land and premises again except with prior approval from the principal, vice principal, director of instruction or a person who is authorized by the board to give that approval.
3. A person who contravenes subsection (1) or (2) commits an offence.
4. A principal, vice principal or director of instruction of a school or a person authorized by the board may, in order to restore order on school premises, require adequate assistance from a peace officer.

REFERENCES:

2310-10 Opening and Closing of Schools Regulation

2310-20 Protection of Students and Maintenance of Order Regulation

5220 | Use of Schools Grounds and Equipment Policy

Date Approved: September 14 2021

The Board supports the use of schools, grounds, and equipment for organized student and teacher activities, at the discretion of the school principal.

Board property may also be used for the provision of childcare programs by either the Board or by licensed third-party child care providers between the hours of 7:00 am and 6:00 pm on weekdays.

The use of board- owned property by licensed child care providers must not disrupt or interfere with space required for K-12 education programs, early learning programs, or extra-curricular activities.

If changes to the use of Board property for childcare are being considered, the Superintendent must assess community need for childcare and will ensure that the district's partner groups have been consulted.

Other personal or group use of schools, grounds, and equipment is subject to the Regulations accompanying this policy.

REFERENCES:

5220-10 Use of School, Grounds and Equipment Regulation

3410 | Security and Protection of Buildings Policy

Date Approved: ~~November 10 2014~~

~~Date Reviewed/Amended:~~ February 11 2020

Reasonable precaution will be taken to ensure that school district buildings are safe and secure, and that the building envelopes and interior finishes are protected. All staff are to adhere to the ~~R~~regulations of referenced in this policy.

References:

3410-20 - - Security of School Buildings Regulation

3430-10 - - Control of Keys and Security Codes Regulation

3620-10 - - Protection of Building Envelopes and Interior Finishes Regulation

4230-20 - - Accident Prevention in Schools Regulation

5230-10 - - Billeting in Schools Regulation

3420 | Video Surveillance Policy

Date Approved: ~~October 12 2010~~

~~Date Reviewed/Amended:~~ February 11 2020

The Board of Education supports a variety of programs and practices to improve student safety, employee safety and the protection of school property. ~~Each year significant funds from the district operations budget are spent to repair school property damaged from vandalism.~~

The need to deter destructive acts, theft and/or other criminal activities ~~should be~~ balanced with a commitment to providing a safe learning environment for students and a safe working environment for staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy.

Each year funds from the district operations budget are spent to repair school property damaged from vandalism. The Board supports the controlled use of video surveillance systems in the district where circumstances have shown that their benefit to deter theft, destructive acts and acts of violence outweighs the impact on the privacy of those observed.

Recorded video records are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA).

References:

Bylaw #7 ~~–~~ Freedom of Information/Protection of Privacy Bylaw

6710 ~~–~~ ~~–~~ Records Management Policy

6710-10 ~~–~~ ~~–~~ Records Management Regulation

3410 – Security and Protection of Buildings Policy

3420-10 ~~–~~ ~~–~~ Video Surveillance Regulation

3420-10A ~~–~~ ~~–~~ Video Surveillance ~~–~~ Form