



**SD70 PACIFIC RIM BOARD OF EDUCATION
PUBLIC AGENDA
5:00 pm – October 12, 2021
Administration Office, Port Alberni, BC**

Call to Order – Trustee Craig

Questions of Agenda/Approval of Agenda for October 12, 2021

Conflict of Interest Declaration

1.0 Adoption of Minutes of September 14, 2021

2.0 Announcements of the Chair

3.0 Good News from the Schools

4.0 Trustee Statements

5.0 Petitions/Delegations/Presentations

5.1 Bamfield Community School – *Sally Mole*

6.0 Staff Reports

6.1 Superintendents Report

The Superintendent will provide his monthly report.

Greg Smyth

6.2 Expenditures for August 2021

RECOMMENDATION

It is recommended that the expenditures for the month of August 2021 be approved as follows:

Description	August
Supplies and Services	\$2,795,875.65
Salaries and Benefits	\$1,563,445.20
	\$4,359,320.85

RATIONALE

Trustees have reviewed the cheque listings.

Lindsay Cheetham

6.3 District Report to Minister & Strategic Plan

The Superintendent will provide an overview of the District Report to Minister of Education and the Strategic Plan.

Greg Smyth

6.4 2021-22 Minor Capital Plan

The Director of Operations will provide details on the 2021-22 Minor Capital Plan for approval from the Board.

Greg Roe

7.0 Executive Committee Reports

7.1 September 22 and October 6, 2021.

8.0 Unfinished Business/New Business - Nil

9.0 Policy Development - Nil

10.0 Correspondence – Action Required - Nil

11.0 Correspondence – For Information

11.1 copy of the Westerly New dated September 22 and 29, 2021.

11.2 copy of the Ha-Shilth-Sa dated September 9 and 23, 2021.

12.0 Board Committees

12.1 Policy & Governance Committee of the Whole – *minutes of September 28, 2021*

13.0 Internal District Committees

13.1 BCSTA/VISTA – *Trustee Craig*

14.0 External or Community Committees

14.1 Port Alberni Museum & Heritage Commission - *Trustee Craig*

Audience Question Period

Adjournment



BAMFIELD
COMMUNITY SCHOOL
ASSOCIATION

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General Delivery
Bamfield, British Columbia
V0R 1B0

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www.bamfieldcommunity.ca

Directors

C. Gruman, Chair
L. Bye, Vice Chair
C. Wolff, Treasurer
J. Bradley, Secretary
A. Butler, Director
E. Johnson, Director
N. Henry, Director
D. Nookemus, Director

Coordinator

Sally Mole

October 7, 2021

Dear Board of Trustees,

Thank you for the opportunity to present to the board to highlight some of our successes and initiatives we have implemented over the course of the year and our goals for the upcoming year. While it has been a challenging year, we have adapted to the ever changing environment and are looking forward to a positive year ahead. In collaborating with school staff, we have mapped out a perhaps ambitious but inspiring plan for the school year that we are pleased to share with you.

While we understand the challenges and difficult decisions the board must make in these tumultuous times, we must question the significant cut to our operating funding. With our school enrollment up this year, and new families relocating to our community, we are hopeful for continued growth both in our school and community population. We believe this will be accentuated by infrastructure announcements, including road upgrades and a new community hall. It is an exciting time for our community, and we appreciate the continued support of SD70.

Thank you for your time.

Sincerely,
Sally Mole
Community School Coordinator

Community Education is a process that brings community members together to identify and link community needs and resources in a manner that helps people to raise the quality of life and education in their communities.

From the Association for Community Education in British Columbia (ACEbc).

7.1

EXECUTIVE COMMITTEE MEETING

DATE:	SEPTEMBER 22, 2021
LOCATION:	BOARD ROOM
TIME START:	9:00 AM
TIME END:	9:22M

ATTENDANCE LOG

Laurie Morphet	Greg Smyth	Greg Roe
Lindsay Cheetham	James Messenger	Barb Witte
Trisha Wilson	Peter Klaver	Marc Fryer
Mike Gough		

DISCUSSION ITEMS

GS		
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BW	1.	<ul style="list-style-type: none"> Expecting Flu Vaccination Clinics by the end of October.
MG	2.	<ul style="list-style-type: none"> Managing number of Help Desk tickets.
TW	3.	<ul style="list-style-type: none"> CUPE Rapid Postings and Teacher Postings now complete.
LC	4.	<ul style="list-style-type: none"> Working on various MoE reports (CEF, FN targeted funding, School Meals survey and the Nominal Roll).
LM	5.	<ul style="list-style-type: none"> Working through the 1701 process (validating designated students which will affect Remedy). All EA's have been placed through the holdback of hours for September placements. Encouraging at least two EA's to take American Sign Language offered online through UBC to support students in need. Schools are busy writing competency-based IEP's.
JM	6.	<ul style="list-style-type: none"> Supporting schools with data collection in preparation of the School Planning Day on September 27th. Prepping for FSA. Received orange ribbons to be distributed for wearing the week of September 27th.
GR	7.	<ul style="list-style-type: none"> Transportation – a few minor adjustments have been made. Custodial – staffing is in good shape. Maintenance – finishing summer projects, starting BO main floor office renovations mid-October.
PK	8.	<ul style="list-style-type: none"> Meeting with Mike Gough, Rob Souther regarding Autodialer for ADSS. Interviewing for new IT Tech II position on September 24th.
MF	9.	<ul style="list-style-type: none"> International students have arrived all but one (Sept 30th). Two are self-isolating and receiving support from the Academic support teacher. Working on registering students for second semester.

SM	10.	<ul style="list-style-type: none"> Working on Early Learning reporting for StrongStart, Ready, Set, Learn, Early Learning Framework Implementation and Strengthening Early Years to Kindergarten Transitions.
GS	11.	<ul style="list-style-type: none"> noted the re-naming ceremony at Tsuma-as on September 29th. There will be a Policy and Governance Committee of the Whole on September 28th. Working with James on the FESL and Strategic Plan for the District. Meeting with Rob Souther and Greg Roe to discuss the resumption of Extra-curricular activities in regards to vaccination.

NEXT MEETING: OCTOBER 6, 2021

RECORDED BY: B WITTE

EXECUTIVE COMMITTEE MEETING

DATE: SEPTEMBER 22, 2021
LOCATION: BOARD ROOM
TIME START: 9:00 AM **TIME END:** 9:15M

ATTENDANCE LOG

Laurie Morphet	Mike Gough	Marc Fryer
Lindsay Cheetham	James Messenger	Stacey Manson
Trisha Wilson	Peter Klaver	Cindy Hewitt

DISCUSSION ITEMS

GS		
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LC	1.	New Assistant Secretary Treasurer, Barb Ross starting January 1, 2022. Moving back to Port Alberni from Merritt. Was the Secretary Treasurer there. Currently Secretary-Treasurer in SD 58.
SM	2.	School District 70 will be applying for the Ministry of Children and Family Development New Spaces Child Care Fund. Applying for new childcare spaces in Tofino at Wickaninnish Community School.
JM	3.	<ul style="list-style-type: none">Great collaboration with all the departments and community groups to make the renaming of Tsuma-as Elementary School such a success. Highlighted positively in the media.New IT II employee, Clark Lintott starting on Oct. 18, 2021.Enhancing Student Learning plan is on the Website.New Draft reporting policy. Looking at how it impacts this year and next.
MF	4.	<ul style="list-style-type: none">Busy with International students that are in Port Alberni. More students continuing to come for Semester 2.
MG	5.	<ul style="list-style-type: none">Working on a large number of work orders.
LM	6.	1707 was submitted last week. Making sure students have the correct designation.

NEXT MEETING: OCTOBER 20, 2021

RECORDED BY: T WILSON



Policy Committee of the Whole Minutes of September 28, 2021

In attendance: Pam Craig, Larry Ransom, Chris Washington, Sandy Leslie, Greg Smyth, Barb Witte, Andrew Schneider, Ryan Dvorak, Darcy Phipps

1. Introductions – *Greg Smyth*
2. Review of the Agenda – *Greg Smyth*
3. Overview of SD70 Policy & Governance structures including
 - a) Board Policy 113 relating to Policy/Procedure Development (attached)
 - b) Difference between Policy and Administrative Procedures
 - c) Organization of Policy and Procedures
 - d) Status of existing Policy and Administrative Procedures (ie/timeliness of and review dates) attached
 - e) Approaches to policy development
 - f) Policy/Procedure development to date
4. Business arising from past discussion - Nil
5. Items going to Third Reading (final review) - Nil
6. Items going to Second Reading (feedback and edits) - Nil
7. Items considered for First Reading (intent, philosophy, edits)
 - a) Policy 412: Employee Reporting of Wrongdoing – *attached*
 - b) AP 3119: Early Care and Learning - *attached*

More discussion is required before submitting for Notice of Motion
8. Future Policy/Administrative Procedures
 - a) Visiting School Professionals
 - b) Use of Student Photos
9. Next meeting - TBA

113: POLICY, REGULATIONS and ADMINISTRATIVE PROCEDURES DEVELOPMENT

Approved: 87 04 07
Amended: 13 06 11
Amended: 18 05 08

POLICY

The Board of Education believes that it can best discharge its duties and responsibilities by the establishment of sound policies and by charging its executive officers with the responsibility of administering those policies.

The Board authorizes the establishment and ongoing upgrading of a School District 70 Pacific Rim Policy Manual, which will include the Board's policy statements and supporting regulations, as well as the administrative procedures designed to implement the policies.

The authority for the approval, deletion or amending of Policy Statements, Regulations and Administrative Procedures shall lie with the Board.

Unless the Board rules that it wishes to exercise authority over a specific set of Regulations or Administrative Procedures, the authority for establishing and amending regulations and administrative procedures shall lie with the Executive Officers of the Board in consultation with those affected by the regulation and/or administrative procedure. Any such proposed changes will be shared with the Board in a timely manner.

REGULATIONS

1.0 POLICY, REGULATIONS, AND ADMINISTRATIVE PROCEDURE DEVELOPMENT

Policy development will generally occur in the following phases:

Phase 1 – Initiation

Trustees may bring policy proposals directly to the attention of the Board. Alternately, groups or individuals wishing to present a policy proposal must contact the Superintendent of Schools who will provide the necessary assistance to having the matter brought to the attention of the Board.

Phase 2 – Development

Upon the approval in principle of the Board, the Superintendent of Schools or designate will have the subject researched and will prepare an initial draft of the policy. This draft will be shared with the original proposers for initial reaction.

Phase 3 – Consultation

The draft statement of policy will be circulated for reaction to those who may be affected by its future implementation.

Phase 4 – Notice of Motion

Following reaction and possible adjustment, a final draft will be prepared and presented to the Board as a "Notice of Motion". The Notice of Motion may be referred to a committee for further review.

Phase 5 – Discussion

At an appropriate subsequent meeting, the Notice of Motion will be presented to the Board for detailed discussion and review.

Phase 6 – Adoption

At an appropriate subsequent meeting, a motion will be presented to have the policy placed in the School District 70 Pacific Rim Policy Manual.

Phase 7 – Review

Policy statements shall be periodically reviewed by executive officers or as directed by the Board.

Regulation and Administrative Procedure development and amendment will general follow Phases 1-3 but do not require notice of motion procedures outlined in Phases 4-6 (above).

The Superintendent or designate shall report to the Board prior to amending or placing new Regulations or Administrative Procedures in the SD70 Policy Manual.

Regulations and Administrative Procedures shall be periodically reviewed by the Superintendent or designate or as directed by the Board.

2.0 CHANGES IN POLICY, REGULATIONS AND/OR ADMINISTRATIVE PROCEDURES

General

The authority for approval, deletion or amending of policy statements lies with the Board.

For policy statements the required procedure includes having the revised statement received as a notice of motion at one meeting; discussed and reviewed at a subsequent meeting; and approved at another subsequent meeting.

For regulations and administrative procedures, the Board's Executive Officers will consult with those affected before any change is finalized.

Minor Changes

Minor changes such as titles, names, telephone numbers, addresses, typographical changes etc., may be made by a resolution of the Board. Notice of motion and a detailed review is not required.

Policy & Regulations

Board of Education								
Name	Policy #	Approved	Amended	2016/17	2017/18	2018/19	2019/20	2020/21
Vision/Mission/Purpose/Expectations	100	85-12-17		16-10-25				
Diversity & Inclusion	101	18-01-08						
Board District Communication	106	20-01-14						
Board Procedure	110	01-09-11	14-02-11	17-06-13	18-05-08	19-06-11		21-01-12
Board of Education	111	86-10-21	93-09-15					
Bylaw #2 Trustee Election Procedures	111.1	86-10-21	93-09-15					
School Trustee Code of Conduct	112	99-03-23	15-02-24		18-06-12			
Policy, Regulations & Administrative Procedures	113	87-04-07	13-06-11		18-05-08			
Board Delegation of Authority	114	15-01-13						
Appeal of Decision by an Employee	115	90-03-06	08-11-18					
Committees of the Whole	130							
District Parents Advisory Council	131	90-09-18	92-03-30					
Parents' Advisory Council	132	87-01-20	90-10-02					
Trustee/Teacher Liaison Committee	133	92-05-19	04-06-22					
Indigenous Education Advisory Committee	134	87-12-15	07-05-22		18-06-12		20-03-10	
Employee Long Service & Retirement Recognition	150	95-02-02	00-08-29			18-09-11		
Superintendent's Office								
Executive Committee	200	86-10-07	03-11-25	16-11-22				
Superintendent of Schools (CEO)	210			16-11-22				
Secretary-Treasurer	220			16-11-22				
Business Administration								
Retention & Destruction of Records	300	14-05-27						
School Closure/Reconfiguration	310	87-03-24	14-11-25					
Conveyance of Students	320	85-06-04	14-11-04					
Disposal of District Property or Facilities	330	86-07-08	09-09-22		18-05-08			
Disposal of Surplus or Obsolete Equipment	331				18-05-08			
Accumulated Operating Surplus	340	18-09-11						
Budget Development, Monitoring and Reporting	341	19-06-11						
Human Resources								
Respectful Workplace	401	15-04-28						
Sexual Harassment	402	89-05-02	90-12-18					

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Freedom of Information and Protection of Privacy Act	403							
Criminal Record Review	410	90-03-27	09-05-26					
Indemnification Against Proceedings	411	91-05-21						
Professional Growth Program	420	95-03-07	99-02-23					
500 Student								
Student Admission & School Choice	500	03-03-25						
Enrolment Eligibility	501	86-10-07	98-01-13					
Student Records	502	88-05-16	14-05-27					
Safe, Caring and Orderly Schools	510	85-02-05	14-11-04	16-12-13				
Multiculturalism	512	86-10-21	91-10-01					
Child Neglect and/or Abuse Investigation Procedures	520	87-11-02	98-06-23					
School Fees	530	97-10-28						
600 Student Learning								
Communicating Student Learning	602	20-03-10						
Special Needs Programs	610	86-02-18	98-02-10					
Learning Enrichment/Gifted Program	611	87-03-03						
Community Schools	630	95-10-10						
700 Health & Safety								
H & S Committee	710	86-11-04	07-06-26	17-01-24				
H & S: Violence in the Workplace	711	95-04-04	08-03-11					

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Administration Procedures

Administration Procedures								
Name	AP #	Approved	Amended	2016/17	2017/18	2018/19	2019/20	2020/21
Monitoring Board Performance	1110	17-12-12			17-12-12			
Home/School Communication	1300	87-07-07	06-11-28				19-11-12	
Smoke Free	1400	90-10-02						
Complaints (Other than Child Abuse) Against Staff or Volunteers	1600	19-11-12						
Child Care Policies								
Monitoring Superintendent Performance	2100	17-12-12			17-12-12			
Appointment to Administrative Positions	2110	88-11-01			17-12-12			
Monitoring District Staff & Principal & VP Performance	2120	17-12-12			17-12-12			
School Policies								
School Closure - Adverse Weather & Power Outage	3000	87-07-07	12-04-10				20-03-10	
Access to Schools by Outside Agencies	3100	88-10-04	07-06-26					
Protocol for Visiting Professionals to Schools	3101	02-03-12						
School Volunteers	3110	03-03-11						
Identifying Vests for Noon Hour Supervisors	3111	02-04-09						
Child Care	3119							
Rental of District Facilities	3120	99-04-27						
Rental: ADSS	3121	01-08-28						
Use of School Equipment	3122	86-11-18						
Video Surveillance - Facilities & School Bus	3123	19-02-12						
Vandalism to School Property	3124	86-11-18						
School Grounds Enhancement Projects	3125	16-10-11		16-10-11				
School Bus Transportation for Extra-Curricular Activities	3200	87-04-07						
Naming of Schools	3290	17-06-13		17-06-13				
Corporate Sponsorship	3300	96-09-10						
Purchasing	3301	95-11-14						
Copyright	3302	04-02-24						
Inventories	3304	86-12-02	92-12-01					
Housing	3305	84-11-20						
Boarding Allowance	3306	89-10-03	02-11-12					
Freedom of Information & Protection of Privacy	3307	19-10-08						

4000-4999								
Employee Files	4000	85-10-01						
Guidelines for Managing Employee Medical Certs	4001	07-06-26						
Respectful Workplace	4002	15-04-28						
Substance Abuse/Impairment	4003	19-04-09						
Personal Expenses on Official District Business	4020	87-11-03	98-07-09					
Retirement	4030	08-09-09						
Employee Long Service and Retirement Recognition	4031	95-02-02				18-12-11		
Employee Performance Assessment	4040	89-12-19						
Support Staff Training	4041	99-05-25	00-12-12			18-03-03		
Standards for Staff Development	4042	04-02-10						
Vacations/Banked Overtime	4050	87-10-06						
Self Funded Leave Plan	4060	89-04-18	92-10-02					
5000-5999								
Catchment Areas	5000	85-12-17	03-03-25	16-02-09				
Registration Procedures	5001	18-03-03			18-03-03			
Kindergarten Placement	5002	19-11-12						
International Education	5003							
Continuing Education	5004							
Violent Threat Risk Assessment VTRA	5007	19-11-12						
Student Fighting & Physical Violence	5008	19-11-12						
Student Discipline - Search and Seizure	5009	96-06-25						
Weapons	5010	98-03-10	02-04-23					
Sexual Orientation	5011	14-01-28						
Physical Restraint of Students	5012	98-03-10						
Pupil Involvement with Illegal Drugs & Alcohol	5013	84-10-16	09-13-05					
Damage to School Property as a Result of Illegal Pupil Activity	5014	93-03-23	02-04-23					
Trespass on School Roofs	5015	93-09-21	02-04-23	16-05-10				
Police Contact with Students in Schools	5016	85-06-18	07-06-26					
Cybersafety	5017	14-02-14						
Exclusion Order	5018	16-11-08						
Technology Acceptable Use	5019	16-11-08						
Provision of Menstrual Products to Students	5021	19-12-10						
Medical Treatment of Students	5200	85-02-05	99-06-22					

Suicidal Pupil Protection Procedures	5210	87-12-01						
6000 - Learning Procedures								
Assessment, Evaluation and Reporting of Student Learning	6000	04-06-22						
Testing and Assessment	6001	87-93-24						
Equivalency	6002	97-11-25	07-06-26					
Challenge for Course Credit	6003	97-11-25	07-06-26					
Selection of Learning Resources	6004	86-11-04						
Challenging Controversial Material	6005	85-01-22						
Conducting Research In Schools	6006							
Field Trips	6100	84-10-16	95-11-28		18-03-03			
International Educational/Athletic Tours	6101	93-06-15						
Outdoor Education	6102	87-03-24						
Snowboard/Ski Trips	6103	86-12-16	07-11-13					
7000 - Health & Safety								
Emergency Disaster Procedures	7000	87-06-02	14-10-21					
Bomb Threat	7001	89-11-07						
Accident/Injury Procedures	7100	90-12-04						
Employee Accident/Injury Procedures	7101	92-10-06	08-02-12					
Health & Safety	7200	89-10-17	02-12-10					
Health & Safety; Equipment Lock-out	7201	97-02-11						
Scent Considerate Environment	7202	16-03-08						
Communicable Diseases	7300	86-02-18	88-08-24					
Head Lice	7301	02-04-23						

Board of Education Policies re: Child Care Programs

11 SEPTEMBER 2020

On August 31, 2020, the Minister of Education made an order relating to child care on school property.

The order requires boards of education to provide written notification to the Minister when the board "decides to change the use of board property that is being used for providing a child care program." The form and content of the notification will be specified by the Ministry.

Under section 85.1 of the *School Act*, boards are required to establish policies promoting the use of board property by licensed child care providers between the hours of 7 a.m. and 6 p.m. on weekdays. BCSTA developed a template policy which was shared with members when s. 85.1 was added to the *School Act* in 2013. The Ministerial Order requires boards to include additional information in their child care policies including:

"(a) the board's process for assessing community need for child care programs on board property;

(b) a description of how the board will support
(i) principles of Indigenous reconciliation in child care; and
(ii) inclusive child care;

(c) steps for determining if a board will renew a lease with a licensee providing child care on board property, including:

(i) considering if a board should provide a child care program directly, and whether
i. it is appropriate for the board to become a licensee; and
ii. the board has space and staffing capacity to offer before and after school child care; and

(ii) a description of the board's criteria for selecting a licensee to provide a child care program;

(d) standards for the written contractual relationship to be entered into between the board and a licensee providing a child care program;

(e) a requirement for ongoing engagement with the individuals or groups described in section 4 regarding the use of board property for the provision of child care programs"

The Order requires boards to "consider the results of the board's engagement with individuals or groups the board considers are representative of (a) employees of the board, (b) child care operators; (c) parents and guardians, and (d) Indigenous communities, rightsholders, and service providers" when establishing a policy about use of board property for child care.

Boards are now required to submit their child care policies to the Ministry of Education. The Order does not specify when policies must be submitted to the Ministry.

BCSTA is revising its template child care policy to address this Ministerial Order as well as the recent *School Act* amendment which clarified that boards of education may provide child care programs on board property to students enrolled with the board in circumstances set out in the *School Act* (*School Act* s. 85.2).

Please contact BCSTA Legal Counsel, Audrey Ackah, if you have questions about this Legal Bulletin.

*This document contains confidential legal and/or policy advice that is subject to solicitor-client privilege. It is confidential to BCSTA member boards of education, their trustees, officers, and such staff members as are permitted access by the member. *

3119: CHILD CARE (AP)

Approved:

POLICY

The purpose of this Policy to it provide guidance with respect to how the Board will promote the use of Board property for the provision of childcare programs between the hours of 7:00am and 6:00pm on business days by either the Board or third-party licensees.

The use of Board property by licensed childcare providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

Regulations

1. The Board will, on an ongoing basis, assess community need for childcare programs on Board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, and existing childcare operators. The process for engagement will be reviewed on an ongoing basis.
2. If childcare programs are to be provided on Board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the board, the Board, or a combination of both.
3. Childcare programs, if operated by the Board, will be operated for a fee no greater than the direct costs the Board incurs in providing the childcare program.
4. Fees for the use of Board property by licensees other than the Board will not exceed the direct and indirect costs the board incurs in making Board property available for the childcare program.
5. If childcare programs are operated by a licensee other than the Board, the board will require the licensee to agree to comply with this Policy.

6. In selecting licensees other than the Board to operate a childcare program, the Board will give special consideration to the candidates' proposals to:
 - a. Provide inclusive childcare; and
 - b. Foster Indigenous reconciliation in childcare.
7. If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:
 - a. Fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the *British Columbia Declaration on the Rights of Indigenous Peoples Act*:
 - i. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and
 - ii. "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and
 - b. Is inclusive and consistent with the principles of non-discrimination set out in the *British Columbia Human Rights Code*.
8. Any contract with a licensee other than the Board, to provide a childcare program on Board property must be in writing and subject to review no less than every 5 years. The contract must contain:
 - a. A description of the direct and indirect costs for which the licensee is responsible;
 - b. An agreement by the licensee to comply with this policy and all other applicable Policies;
 - c. A provision describing how the agreement can be terminated by the Board or licensee;
 - d. An allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board
 - e. A statement that the agreement can only be amended in writing, signed by the Board and the licensee;
 - f. A requirement for the licensee to maintain appropriate standards of performance; and
 - g. A requirement that the licensee must at all times maintain the required license to operate a childcare facility.
9. Prior to entering into or renewing a contract with a licensee other than the Board to provide a childcare program on the property, the Board will consider:
 - a. Whether it is preferable for the Board to become a licensee and operate a childcare program directly;

- b. The availability of school district staff to provide before and after school care;
- c. Whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive childcare program and one that promotes Indigenous reconciliation in childcare.



Cliff number: 618260

July 20, 2021

Greg Smyth
Superintendent
School District 070
4690 Roger Street
Port Alberni, BC V9Y 3Z4

Dear Greg Smyth:

Re: Implementation of the *Public Interest Disclosure Act*

As you may be aware, the *Public Interest Disclosure Act* (PIDA) was brought into force on December 1, 2019. PIDA provides a new option for employees to make a disclosure about serious wrongdoing to their supervisor, an internal designated officer, or the Ombudsperson. The Act is intended to encourage speaking up about wrongdoing in the workplace by providing a safe and confidential process for doing so. PIDA makes it an offence to retaliate against employees for reporting wrongdoing, seeking advice under PIDA, or cooperating with a PIDA investigation.

PIDA currently applies to employees in government ministries, as well as employees of the independent officers of the Legislature. At the time of its introduction, Government committed to expand the coverage of PIDA to other public sector organizations. Mindful of the pandemic and its impact on organizations, the timing of expansion was deferred until recently.

Following consultations with employers' associations, the Public Sector Employers' Council Secretariat, ministries and the Office of the Ombudsperson, I am writing to inform you that PIDA will be implemented for your organization effective December 1, 2023.

Government bodies have specific obligations under PIDA such as:

- appointing one or more designated officers
- developing procedures for managing reports of wrongdoing
- reporting annually about reports of wrongdoing and investigations
- ensuring staff are well-informed about PIDA, including about how to make a report of wrongdoing, both internally and to the Ombudsperson

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412: EMPLOYEE REPORT OF WRONGDOING(P)

Approved:

POLICY

The Board of Education of School District 70 is committed to upholding ethical standards in the operation administration of the School District and recognizes that it has a responsibility to appropriately safeguard students and staff and the property and assets of the district. The purpose of this Policy is to provide a process through which employees may make in good faith reports of wrongful conduct under this Policy without fear of reprisal.

REGULATIONS

1.0 REPORTABLE ACTIVITY

For the purposes of the Policy, a "Reportable Activity" is any serious wrongful conduct in connection with the district's programs or operations including:

- a) The violation of any laws of British Columbia or Canada, including the Criminal Code of Canada, or other applicable laws.
- b) The material breach of the district's Policies or Administrative Procedures.
- c) Misappropriation of district funds, resources, or questionable accounting practices.
- d) Fraud or falsifying district records.
- e) Theft of cash, goods, services, or time.
- f) Any intentional, reckless, or dangerous practice that could reasonably be expected to cause physical harm to any person or damage to district property.
- g) Abuse of power or authority.
- h) Retaliation against any person making a report participating in an investigation under the Policy.

A reportable activity does not include complaints about the legitimate exercise of managerial authority of other personnel actions which are subject to the grievance procedure or other processes under applicable collective agreements.

2.0 DUTY TO DISCLOSE

An employee who has a reasonable belief that any reportable activity is occurring is expected to bring the matter to the attention of the district in accordance with the processes set out in this Policy, and to participate upon request in any investigation.

3.0 DUTY TO ACT IN GOOD FAITH

Employees are expected to make reports and participate in investigations under this Policy in good faith, which means that they must be acting on a good faith belief in the truth of the report or the accuracy of any evidence they may provide in support of the report. They must be acting without malice, without an ulterior purpose and shall not be motivated by personal gain.

Employees found to have made any report maliciously, frivolously, vexatiously, in bad faith, or without a reasonable belief in the truth of the report of the evidence provided in support of the report, may be subject to disciplinary action.

4.0 NO RETALIATION

No employee shall be subject to retaliation or any repercussion for making a report or participating in an investigation provided that the employee is acting in good faith and based on a reasonably held belief in the truth of the allegations in the report or the evidence presented in support of the allegations.

5.0 CONFIDENTIALITY

The district will endeavor to handle reports under this Policy confidentially, and personally identifiable information from the report will be shared only as reasonable and necessary to conduct a complete and fair investigation as required by law.

6.0 MANAGEMENT RIGHTS

Nothing in this policy shall be deemed to diminish or impair the rights of the district to manage its employees under any Policy or Collective Agreement, or to prohibit management from taking any disciplinary or other personnel actions.

7.0 REPORTING A COMPLAINT

Employees may submit a report about any reportable activity to the Superintendent or if the report concerns the conduct of the Superintendent, then to the Secretary-Treasurer of the District. *Employees may also report directly to the Ombudsperson.* The Secretary-Treasurer shall report to the Board Chair of the Board of Education concerning any report regarding the conduct of the Superintendent.

8.0 INVESTIGATION

Upon receiving a complaint, the Superintendent or Secretary-Treasurer will record the receipt of the complaint and determine whether the matter is, in fact, a reportable activity under this Policy.

If the Superintendent or, as applicable, the Secretary-Treasurer determines that the complaint is a legitimate reportable activity, he or she will commence an investigation.

The Superintendent or, as applicable, the Secretary-Treasurer may enlist senior management and/or outside legal, accounting, or other advisors, as appropriate, to assist in conducting any investigation.

If an investigation establishes that an employee has engaged in improper activity or reportable activity the Board will take appropriate corrective action.

References

Public Interest Disclosure Act