



## POLICY COMMITTEE MEETING

### AGENDA

**April 12, 2022 – 3:00 p.m.**

#### **WELCOME AND ACKNOWLEDGEMENT**

***This meeting is being held on the traditional and unceded territory of the Secwépemc People.***

1. March 8, 2022 Policy Committee Meeting Report
2. Policy 160 – Trustee Remuneration
  - a) Briefing Note
3. Policy 3518 – Smoking and Smokeless Tobacco Restriction
  - a) Briefing Note

4. Draft Policy 310 Animals In Schools

This draft policy is returning to committee after a second public feedback period – no feedback was received.

5. Draft Policy 390 Safe and Caring Communities

This draft policy is returning to committee after public feedback – no feedback was received.

6. Policy Repeals

- a) Policy 6141.5 Work Experience – replaced with AP 385 Work Experience
- b) Policy 6141.6 Secondary School Apprenticeship – replaced with AP 385 Work Experience

7. Administrative Procedures (provided for information)
  - a) AP 380 – Board/Authority Authorized Course (BAA)
  - b) AP 720 – School Bus Conduct

8. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Policy Committee	May 10, 2022	3:00 p.m.	Board Office
Policy Committee	June 14, 2022	3:00 p.m.	Board Office

***“Learning, Growing and Belonging Together”***



## POLICY COMMITTEE MEETING REPORT

**March 8, 2022 (3:07 – 3:57 p.m.)**

**Trustees in Attendance:** Ciel Patenaude, Angie Delainey, Mary Forbes (3:12), Anne Kohut, Linda Martens

**Attending via Teams:** Alexis Walch

**Staff:** Superintendent Chris van der Mark, Secretary-Treasurer Harinder Singh, Assistant Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Cathy van der Mark and Dean Coder, Manager of Facilities and Transportation, Director of Human Resources Taryn Aumond (3:47), Executive Assistant Carrie Pratt

Agenda Item	Notes	Action
Acknowledgment of traditional territory		
<b>1. February 8, 2022 Policy Committee Meeting Report</b>	The committee reviewed the report and recommended no changes.	None
<b>2. Policy 160 – Trustee Remuneration</b>	The committee reviewed this existing policy to ensure equitable and fair compensation for Trustees from all zones. Historical trustee expense and remuneration data was shared. The committee requested that this item return to committee in April for further discussion.	Recommendation to review policy at April meeting.
<b>3. Sanctuary School Policy</b>	Trustee Martens requested an examination of this issue and the committee considered potential policy with information from both Trustee Martens and Ms. Lenardon. As this may become a BCSTA matter, the committee decided to make no recommendation at this time but to revisit the issue if needed.	None.
<b>4. Policy Repeals</b>	The committee recommended that the following policies be repealed: <ul style="list-style-type: none"><li>• Policy 3280.1 – replaced by AP 690</li><li>• Policy 3515 – replaced by Policy 750</li><li>• Policy 3517 – some content covered in AP 730</li><li>• Policy 6141.3 – policy unnecessary, Ministry of Ed. Legislation in place to address</li><li>• Policy 5140 – content covered in AP 610-2</li></ul>	Referred to Board for repeal.



Agenda Item	Notes	Action																
<b>6. Administrative Procedures</b>	The following procedures were provided for information: a) AP 610 – FOIPPA b) AP 610-3 – FOIPPA Table c) AP 610-1 – Privacy Breach d) AP 640 – Purchasing e) AP 640-1 – Tender f) AP 660 – Protection of School District Records When Working Away from The Workplace g) AP 680 – Disposal of Real Property	No action provided for information only.																
<b>7. Future Meeting Dates:</b> <table border="1" data-bbox="180 810 1422 947"> <thead> <tr> <th data-bbox="180 810 630 842">MEETING</th> <th data-bbox="630 810 959 842">DATE</th> <th data-bbox="959 810 1146 842">TIME</th> <th data-bbox="1146 810 1422 842">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="180 842 630 877">Policy Committee</td> <td data-bbox="630 842 959 877">April 12, 2022</td> <td data-bbox="959 842 1146 877">3:00 p.m.</td> <td data-bbox="1146 842 1422 877">Board Office</td> </tr> <tr> <td data-bbox="180 877 630 913">Policy Committee</td> <td data-bbox="630 877 959 913">May 10, 2022</td> <td data-bbox="959 877 1146 913">3:00 p.m.</td> <td data-bbox="1146 877 1422 913">Board Office</td> </tr> <tr> <td data-bbox="180 913 630 947">Policy Committee</td> <td data-bbox="630 913 959 947">June 14, 2022</td> <td data-bbox="959 913 1146 947">3:00 p.m.</td> <td data-bbox="1146 913 1422 947">Board Office</td> </tr> </tbody> </table>			MEETING	DATE	TIME	LOCATION	Policy Committee	April 12, 2022	3:00 p.m.	Board Office	Policy Committee	May 10, 2022	3:00 p.m.	Board Office	Policy Committee	June 14, 2022	3:00 p.m.	Board Office
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## Briefing Note

**TO: Policy Committee**

**FROM: Chris van der Mark**

**DATE: April 12, 2022**

**RE: Policy 160 - Trustee Remuneration**

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### **BACKGROUND**

During the policy review process started in 2019, **Policy 1161 – Trustee Remuneration and Expenses** was reviewed. The policy was lengthy and required trustees to submit a detailed, and often confusing, monthly expense claim form for mileage and expenses. The form is attached for information. The Secretary-Treasurer scrutinized trustee expense claims from 2015 to 2018 to determine average expenses claimed for trustees from all zones. Trustee stipends were adjusted to reflect this data and Policy 160 was developed, effectively streamlining the process for expense claims, and implementing a seamless procedure for reviewing trustee stipends on an annual basis going forward.

The committee and Board have had subsequent discussions and questions related to mileage, specifically with regards to Zone 7, where the trustee may have to drive significant distances (more than 100km) to attend a school event.

### **DISCUSSION**

Given the geographical complexities of the District, some Trustees may be required to travel greater distances to attend meetings. While the 2019 review factored this in, Trustee stipends should not be based on residential addresses of trustees as there is no legislative requirement for trustees to reside in the zone they represent. Effectively, a Zone 7 (CRD Area J and Part of K) trustee could reside in Williams Lake and have a shorter commute than other trustees. While attending meetings in person can be preferable, the past two years have shown us that the option to attend meetings virtually can provide an excellent alternative for trustees who choose not to travel.

The existing policy revision has included reasonable trustee duties and mileage for said events, into the remuneration.

*“Trustee remuneration will cover trustee attendance at all Board Meetings, Committee Meetings, meetings where a trustee acts as Board Liaison, and activities that trustees*



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*choose to participate in as part of their role. In addition, trustees will receive reimbursement for travel expenses.”*

As noted above, the remuneration was intended to cover additional activities chosen by the trustee and is provided regardless of if the trustee participates or not. In reviewing similar size districts (82, 83, 91), our policy and intent is consistent with these other Districts. A unique feature for SD 27 may be Zone 7 where the distance to Nemiah or Anahim could be well over 100km. This was considered as part of the rationale for having Zone 7 as the highest remuneration, but is it adequate?

Further, as noted earlier what if the Trustee for Zone 7 chooses to live elsewhere, outside of that zone? Is the Board responsible for those travel expenses? One would expect the answer to be, No. Though unlikely, it should be considered.

### **RECOMMENDATION**

Continue to monitor the travel specific to Zone 7. If there are specific events beyond the usual, the Zone 7 Trustee should seek permission from the Board Chair in advance of participation to approve mileage compensation.



## **DRAFT POLICY 520 – SMOKING AND SMOKELESS TOBACCO RESTRICTIONS**

The Board of Education acknowledges the importance of providing healthy learning and working environments and recognizes the significant health hazards implicit in the use of tobacco products.

The Board is committed to the prohibition of smoking and smokeless tobacco on school property, workplaces, and district-owned vehicles as required by the Tobacco and Vapour Products Control Act and on school district property in general.

1. All smoking including tobacco and electronic cigarettes, and the use of smokeless tobacco or holding lighted tobacco are prohibited in all schools, school district buildings, school district property, buses, and district vehicles, with a limited exception for the ceremonial use of tobacco in or on school property.
2. User groups will be advised of these regulations and that the right to use facilities may be withdrawn if smoking or the use of smokeless tobacco occurs during an event.
3. Signage will be posted in all schools, school district buildings, school district property, buses, and district vehicles advising of the prohibition of use of tobacco and vapour products.



## Briefing Note

**TO:** Policy Committee  
**FROM:** Cheryl Lenardon  
**DATE:** April 12, 2022  
**RE:** Policy 3518 – Smoking & Smokeless Tobacco Restrictions

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### **BACKGROUND**

The [Tobacco and Vapour Products Control Act 2.2](#) and [Regulation](#) came into effect in 1996. Subject to the Act, a person must not smoke or use tobacco products, including e-cigarettes, or hold lighted tobacco or ignited e-cigarettes, in or on school property. Enclosed spaces that are workplaces or open to the public and work vehicles are also subject to the prohibition, and there are prescribed distances that must be maintained from doorways and air intakes.

[Board Policy 3518 - Smoking & Smokeless Tobacco Restriction](#) was adopted in 1990, updated November 2014, and confirmed in April 2018. The policy clearly intends that the restriction apply to all worksite properties whether or not the property includes areas not covered by the legislation such as outdoor property beyond the prescribed distance from a doorway or air intake.

The policy does not reference the Act and includes specifics about inclusions on forms that are more appropriately addressed by administrative procedure. Minor changes have been made in the draft presented for consideration that refer to the related legislation and administrative procedure and allow for a modernized interpretation of signage. The updated policy, if adopted, will be renumbered consistent with the new system established.

The expressed intention of the original policy has not been altered by these updates.

### **RECOMMENDATION**

Draft updated policy provided for consideration.



## **POLICY 310 – ANIMALS IN SCHOOLS**

The Board of Education believes that animals may be beneficial in school facilities for educational purposes, under certain conditions. Animals brought to school for educational reasons, including classroom visitors, therapy dogs and assistance dogs, can provide valuable learning opportunities as well as provide children with opportunities to develop empathy.

The Board recognizes and values the benefits of Therapy Dogs and Assistance Dogs and is committed to considering applications from schools and students who would benefit.

The Board believes the presence of animals in schools must be predicated on the school community being informed of the introduction to animals in the school and ensuring that severe allergies are a priority where those allergies might relate to animals in schools.

Animals in schools will be governed by the following administrative procedures:

AP 310 – Animals in Schools for Educational Purposes

AP 310-1 – Therapy Dogs

AP 310-2 – Assistance Dogs.

### **DEFINITIONS**

#### **Animals for Educational Purposes:**

Classroom Pet: Small animals which are easily confined or caged, such as a tropical fish or small mammals.

Classroom Visitor: Larger animals that are in good health and can be leashed and under the control of a responsible adult or housed in a suitable, sanitary enclosure appropriate to the size and characteristics of the animal.

#### **Therapy Dogs:**

Therapy Dogs: Dogs that are trained to work for a handler to provide service and comfort to people at the community level through animal-assisted activities and animal-assisted therapy.

#### **Assistance Dogs:**

**Hearing Dogs:** Dogs that alert individuals who are deaf or hard of hearing to specific sounds.



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**Seizure Response Dogs:** Dogs trained to provide emergency response for individuals with epilepsy.

**Service Dogs** (as defined in the BC Guide Dog and Service Dog Act): Dogs trained to perform specific tasks to assist an individual with a disability.

**Guide Dogs** (as defined in the BC Guide Dog and Service Dog Act): Dogs trained as a guide for a blind or visually impaired individual.



## **DRAFT POLICY 390 – SAFE AND CARING SCHOOL COMMUNITIES**

The Board of Education strives to develop positive and inclusive school cultures and is committed to fostering optimal environments for learning. A key part of this work includes fostering school connectedness and developing protocols for preventing and intervening in instances of bullying, and other worrisome behaviours.

The Superintendent will ensure the following to address efforts to achieve safe and caring schools:

- a) A District Safe School Coordinator is appointed, and teams are established as required to proactively support students and address safety concerns.
- b) Each school develops and implements a code of conduct in accordance with the Provincial Standards for Codes of Contact Order.
- c) The District makes the provincial on-line reporting tool for bullying and worrisome conduct available on the district and school websites.
- d) The District coordinates the development and implementation of a community violence threat risk assessment protocol