

Wednesday, March 11, 2020  
Time: 6:00 p.m.

District Education Office  
22225 Brown Avenue  
Maple Ridge BC V2X 8N6

"You can never be overdressed or overeducated." Oscar Wilde

## **A G E N D A**

### **A. OPENING PROCEDURES**

ITEM 1

1. Call to Order
2. Correspondence
  - J. Van Loon, Director General, Controlled Substances & Cannabis Branch, Health Canada
  - R. Fleming, Minister of Education
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

### **B. APPROVAL OF MINUTES**

1. February 26, 2020 ITEM 2

**C. PRESENTATIONS** - *Individuals and groups invited by the Board to make presentations. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

**D. DELEGATIONS** - *Registered delegations can make presentations to the Board. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

1. Ridge Meadows Child Development Centre ITEM 3

### **E. DEFERRED ITEMS**

### **F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees
  - a) Budget
  - i) Community and Commercial Use of School Facilities ITEM 4
  - b) Finance
  - i) Appointment of Auditors ITEM 5
  - c) Facilities Planning
  - d) Board Policy Development
  - e) Education
  - f) Aboriginal Education

## **G. INFORMATION ITEMS**

1. Chairperson
2. Superintendent of Schools
  - a) Superintendent's Update ITEM 6
3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development
    - i. Policy Updates ITEM 7
  - e) Education
  - f) Aboriginal Education

## **H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

### **I. TRUSTEE REPORTS**

1. BC School Trustees Association
  - a) BCSTA Draft 2020/21 Budget ITEM 8
2. BC Public School Employers Association
3. Student Voice (no meeting)
4. District Parent Advisory Council (no meeting)
5. Municipal Advisory Committee on Accessibility & Inclusion (MACAI) (no meeting)
6. Maple Ridge-Pitt Meadows Arts Council (March 2, 2020)
7. Ridge Meadows Education Foundation (no meeting)
8. Social Policy Advisory (March 4, 2020)
9. City of Maple Ridge Transportation Advisory (no meeting)
10. Youth Planning Table (no meeting)
11. Culture Collective Network (no meeting)
12. Ridge Meadows Overdose Community Action Table (CAT) (no meeting)
13. Good News Items

**J. QUESTION PERIOD** – Questions, with the exception of Trustee questions, will be limited to one question per person with one follow-up clarification question, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.

## **K. OTHER BUSINESS**

1. Public Disclosure of Closed Meeting Business ITEM 9

## **L. ADJOURNMENT**

To: **Board of Education**

From: Chairperson  
Korleen Carreras

Re: **OPENING PROCEDURES**

Date: March 11, 2020  
(Public Board Meeting)

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**Information/Decision**

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1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
  - J. Van Loon, Director General, Controlled Substances & Cannabis Branch, Health Canada
  - R. Fleming, Minister of Education

**RECOMMENDATION:**

**THAT the Board receive the correspondence, for information.**

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

**RECOMMENDATION:**

**THAT the Agenda be approved as circulated.**

4. *INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on decision items on the Agenda. Speaker's time is limited to 2 minutes per person. The agenda item has a time limit of 10 minutes.*



February 21, 2020

Stephanie Higginson  
President  
British Columbia School Trustees Association  
4<sup>th</sup> Floor – 1580 W. Broadway  
Vancouver, BC, V6J 5K9

Dear Stephanie Higginson,

Thank you for your letter of November 7, 2019, addressed to the Honourable Ginette Petitpas Taylor, Minister of Health at the time, concerning youth and vaping products. I have been asked to respond. My sincere apologies for the delayed response.

Canada has a strong regulatory framework for vaping products, with a focus on preventing uptake by youth and non-smokers. On May 23, 2018, Parliament passed the new [Tobacco and Vaping Products Act \(TVPA\)](#). The Act establishes significant restrictions to prevent uptake of vaping products by youth, including prohibiting the sale of vaping products to persons under 18 and restricting the promotion of vaping products across all media channels, including social media. The Act specifically restricts the promotion of vaping products with candy and dessert flavours, among others.

The Government of Canada is very concerned about the rapid rise in youth vaping. We are taking further action, including putting in place additional controls through regulations, investing in public education and intensifying enforcement of the legislation.

On December 19, 2019, the Minister of Health [announced](#) proposed new regulations to prohibit the promotion and advertising of vaping products anywhere they can be seen or heard by youth. This means that young Canadians would no longer see advertising for vaping products in public spaces, in convenience stores or online. Marketing of vaping products would be allowed only in places like specialty shops, businesses and online spaces accessible by adults. The proposed regulations were [published in the Canada Gazette, Part I](#), on December 21, 2019 for a public comment period of 30 days. The Department is reviewing the feedback from Canadians now with a view to finalizing these regulations as soon as possible.

To help ensure that Canadians are aware of the risks of vaping and nicotine addiction, on December 19, 2019, the Minister of Health also announced [new regulations](#) that will require that all vaping substances display important health and safety information. Vaping products containing nicotine must display its nicotine concentration and a health warning about the addictiveness of nicotine. In addition, the products must be packaged in child-resistant containers and display a toxicity warning and first-aid treatment statement. All vaping substances must display a list of ingredients, regardless of nicotine content. For a brief overview of the regulation of vaping products in Canada, please consult this [backgrounder](#).



Health Canada is considering further restrictions on vaping products. In April 2019, the department [consulted Canadians](#) on potential regulatory measures to reduce youth access and appeal of vaping products, including measures to restrict the concentration and/or delivery of nicotine, prohibit the manufacture and sale of vaping products with certain flavours or flavour ingredients and/or prohibit the promotion of certain flavours. Health Canada is examining potential measures building on the [feedback](#) from this consultation, which is available on Health Canada's website.

We have intensified our public education and enforcement efforts. Health Canada has invested more than \$12 million in a national public education campaign - [Consider the Consequences of Vaping](#) - which launched in December 2018 to inform youth and their parents of the harms and risks of vaping. A recent evaluation of the advertising campaign found that 26% of teens who reported having seen the ads decided not to try vaping as a result. To view the resources available to schools and parents, please visit: [www.canada.ca/vaping-info](http://www.canada.ca/vaping-info).

In terms of enforcement of the legislation, between July and December 2019, Health Canada inspectors visited more than 3,000 specialty vape shops and convenience stores across the country, seizing more than 80,000 units of non-compliant vaping products. The Department has also taken action to shut down illegal promotions by major national brands. These measures will better protect youth from the harms of vaping and, with continued public education, reduce the appeal of vaping products.

Vaping does have [risks](#) and the potential long-term health effects of vaping remain unknown. Non-smokers and young people should not vape. Vaping is a less harmful option than smoking for Canadians who currently use combustible tobacco products - switching completely to vaping will reduce their exposure to many toxic chemicals found in tobacco smoke. Additional information on vaping and our approach to regulating vaping products is available at [Canada.ca/vaping](http://Canada.ca/vaping).

We recognize and appreciate the important work of your Association and your member boards of education and your contribution to our collective efforts. Please be assured that your comments have been taken into consideration as we continue to take action to protect the health of Canadians.

Again, thank you for taking the time to write.

Yours sincerely,

James Van Loon, Director General  
Tobacco Control Directorate  
Controlled Substances and Cannabis Branch  
Health Canada



February 26, 2020

Ref: 218220

**To:** All Board Chairs

I am writing to provide a brief overview of the *Education Statutes Amendment Act, 2020*, which was introduced in the Legislature on February 26, 2020. *The Education Statutes Amendment Act, 2020* may be viewed on the Legislative Assembly website at: <https://news.gov.bc.ca/releases/2020EDUC0009-000332>

These amendments to the *School Act* and the *Independent School Act* will pave the way for several improvements to child care, K-12 education and ensuring equity for First Nations students, including:

- Articulating a board of education's mandate regarding the provision of before and after school care.
- Clarifying the authority to issue provincial graduation certificates to students and adult students who complete Grade 12 at schools operated by First Nations.
- Allowing personal education numbers (PENs) to be assigned to children who are resident in BC.
- Supporting the implementation of the Ministry's K-12 Funding Review project to enhance the K-12 funding model.

The legislation supports government's broader plan on child care by clarifying that it is within a board of education's mandate to operate before and after school care directly. It authorizes the Minister of Education to make orders respecting the content of a board of education's child care policies; for example, such an order could require board policies to promote partnerships between boards of education and before and after school care providers.

With respect to graduation certificates, the legislation will fulfil a significant commitment by the Province under the BC Tripartite Education Agreement (BCTEA), in alignment with the *Declaration on the Rights of Indigenous Peoples Act*. As you may be aware, for several years the Ministry of Education has been offering the BC graduation certificate (the "Dogwood") to students who complete Grade 12 at First Nation schools that meet specific criteria established by the Ministry. Similarly, the adult graduation certificate (the "Adult Dogwood") has been offered to students of First Nation schools since June 2019. The proposed legislation will provide clear authority for this current practice.

*The Education Statutes Amendment Act, 2020* also makes some changes to the legislative framework governing PENs, by authorizing the assignment of the PEN to children who are resident in BC. In practice, the PEN will be assigned at birth or on application for a BC Services Card. As you are aware, currently, the PEN is assigned to children as they enter the school system and is used to provide supports

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and services for students as needed, and to inform provincial education policy. Assigning the PEN at an earlier stage will be the first step to obtaining better information about a child's pre-kindergarten experiences prior to entering the school system, to support early childhood education and capacity for K-12 enrolment planning and preparation.

The proposed legislation will also support implementation of the Ministry's two-phase plan developed following completion of a comprehensive review of the K-12 funding model. To this end, the legislation will:

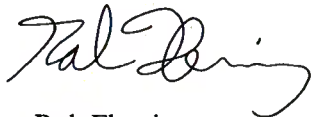
- Modernize provisions of the *School Act* and *Independent School Act* relating to online learning (formerly distributed learning) to support the review recommendations for online learning across the school system to be focused on program quality and student achievement.
- Introduce provisions to ensure boards adhere to sound financial governance and management practices, including a ministerial order making power respecting the management of operating surpluses and transfers for local capital.

The legislation will also make a housekeeping amendment to repeal the existing provisions relating to the Learning Improvement Fund (LIF), as the LIF is no longer part of the Ministry's appropriation. The LIF provisions in the *School Act* are no longer operational and is now rolled into the Classroom Enhancement Fund (CEF).

School boards will continue to have autonomy to prioritize spending according to local community priorities and needs. Ministry staff will work with Boards, through the BC School Trustees Association, throughout the spring of 2020 to collaborate on new provincial requirements for school districts reserves. This work will honour our shared commitments through the recently-signed MOA between the BCSTA and the Ministry, outlining how we will work together to establish any new provincial requirements for school district financial reserves. And we will continue to be guided by the principles we established together to make sure education funding is: responsive, equitable, stable and predictable, flexible, transparent and accountable.

I hope this brief overview of *The Education Statutes Amendment Act, 2020* is helpful to you. I am confident that this legislation will provide a solid foundation for our shared work and commitments to truth and reconciliation with Indigenous peoples; ensuring families have affordable, accessible, quality child care close to home, and creating equity in how public schools are funded. If you have questions about the proposed legislation, please do not hesitate to contact Keith Godin, Assistant Deputy Minister, Governance and Analytics Division, at (250) 356-6760 or [Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca).

Sincerely,



Rob Fleming  
Minister



**ITEM 2**

To: **Board of Education**

From: Chairperson  
Korleen Carreras

Re: **APPROVAL OF MINUTES**

Date: March 11, 2020  
(Public Board Meeting)

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**Decision**

**RECOMMENDATION:**

**THAT the Minutes of the February 26, 2020 Public Board Meeting be approved as circulated.**

Attachment





**PUBLIC MINUTES OF THE  
BOARD OF EDUCATION MEETING  
Wednesday, February 26, 2020, (6:00 PM)  
DEO Board Room**

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**IN ATTENDANCE:**

**BOARD MEMBERS:**

Chairperson – Korleen Carreras  
Vice-Chairperson – Elaine Yamamoto  
Trustee – Kim Dumore  
Trustee – Mike Murray  
Trustee – Pascale Shaw  
Trustee – Kathleen Sullivan  
Trustee – Colette Trudeau

**STAFF:**

Superintendent – Sylvia Russell  
Secretary Treasurer – Flavia Coughlan  
Deputy Superintendent – Harry Dhillon  
Senior Manager, Communications – Irena Pochop  
Executive Coordinator – Karen Yoxall

**A. OPENING PROCEDURES**

1. Call to Order

The meeting was called to order at 6:00 p.m.

The Chairperson welcomed and thanked everyone for attending.

The Chairperson acknowledged that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. The Chairperson welcomed and recognized all of our First Nations, Métis, and Inuit students and families in our schools and community. The Chairperson welcomed and recognized the many different cultures that are represented in our schools and community.

2. Correspondence

**Moved/Seconded**

- R. Fleming, Minister of Education

THAT the Board receive the correspondence, for information.

**CARRIED**

3. Approval of Agenda

**Moved/Seconded**

THAT the Agenda be approved as circulated.

**CARRIED**

4. Invitation for Public Input to matters on the Agenda

The Chairperson invited the public to provide input into Decision Items under section F of the agenda and requested the public to sign up on the sheet provided if they wished to ask questions.

## **B. APPROVAL OF MINUTES**

### **Moved/Seconded**

THAT the Minutes of the February 12, 2020 Public Board Meeting be approved as circulated.

**CARRIED**

## **C. PRESENTATIONS**

## **D. DELEGATIONS**

## **E. DEFERRED ITEMS**

## **F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer

4. Board Committees

- a) Budget

- i. 2019/20 Amended Annual Budget and Second Quarter Financial Update

### **Moved/Seconded**

The 2019/20 Amended Annual Budget includes Board approved budget changes to date, revenue and expenditure changes resulting from changes to enrolment, revenue changes announced by the Ministry of Education in December 2019, proposed additional one-time budget allocations and other revenue and expenditure known changes.

- (1) THAT the Board approve the transfer of all available operating surplus for 2019/20, currently estimated at \$184,917, from the operating fund to the local capital fund;

AND FURTHER:

THAT the Board approve an allocation of \$184,917 in Local Capital to the creation and furnishing of new classroom spaces.

- (2) THAT the Amended Budget Bylaw of the Board for the fiscal year 2019/20 be given three (3) readings at this meeting (vote must be unanimous).

- (3) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) 2019/20 Amended Annual Budget Bylaw be:

Read a first time on the 26<sup>th</sup> day of February 2020;

Read a second time on the 26<sup>th</sup> day of February 2020;

Read a third time, passed and adopted on the 26<sup>th</sup> day of February 2020.

**CARRIED**

- b) Finance
- c) Facilities Planning
- d) Board Policy Development

- e) Education
- f) Aboriginal Education

## **G. INFORMATION ITEMS**

- 1. Chairperson
- 2. Superintendent of Schools

- a) Superintendent's Update

### **Moved/Seconded**

The Superintendent provided an update on school and district events.

THAT the Board receive the Superintendent's Verbal Update, for information.

### **CARRIED**

- 3. Secretary Treasurer

- a) Enrolment Projections

### **Moved/Seconded**

The Secretary Treasurer reported that every year the Ministry of Education requests that school districts provide a three-year enrolment projection for the purposes of projecting operating grant requirements. Projections for students enrolled in regular K-12 schools were prepared using enrolment projections from the Baragar system, five-year average (grade-to-grade) transition rates and local knowledge of recent and historical enrolment trends. Enrolment for regular school age students, aboriginal education, continuing education, students with special needs and English Language Learners were explained.

THAT the Board receive the Secretary Treasurer's report on Enrolment Projections, for information.

### **CARRIED**

- 4. Board Committees & Advisory Committee Reports

- a) Budget
- b) Finance
- c) Facilities Planning
- d) Board Policy Development
- e) Education
- f) Aboriginal Education

## **H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

## **I. TRUSTEE REPORTS**

### BC School Trustees Association

Trustee Trudeau reported on her attendance at the Indigenous Education Committee meeting and as the alternate representative at Provincial Council.

District Parent Advisory Council

Trustee Yamamoto reported that the Rotary Club of Ridge Meadows presented on the annual duck race, starfish and other initiatives.

Municipal Advisory Committee on Accessibility & Inclusion (MACAI)

Trustee Murray reported that provincial accessibility legislation and the upcoming 2020 MACAI Awards were discussed at the recent meeting.

Maple Ridge-Pitt Meadows Arts Council.

Trustee Sullivan reported that the Arts Council is looking for a new business manager.

Good News Items

Trustees spoke about their participation at the Student Forum and their attendance at the 20-year employee recognition event. Trustee Shaw spoke about her tour of Thomas Haney Secondary School; trustee Dumore congratulated the Maple Ridge Secondary School cheerleading team for placing 9th in the world at the World Championships in Orlando Florida; trustee Yamamoto mentioned an upcoming performance at THSS "Little Shop of Horrors"; trustee Murray spoke about his attendance at the BCSTA Provincial Council meeting and Trustee Trudeau spoke about her attendance at the BCSTA Provincial Council and Indigenous Education Committee meetings.

**L. QUESTION PERIOD**

Questions were posed on the following:

- Enrolment Projections
- Annual Amended Budget

**M. OTHER BUSINESS**

**N. ADJOURNMENT**

**Moved/Seconded**

THAT the Board adjourn the meeting.

**CARRIED**

The Public Board meeting adjourned at 7:14 p.m.

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Korleen Carreras, Chairperson

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Flavia Coughlan, Secretary Treasurer



**ITEM 3**

To: **Board of Education**

From: Chairperson  
Korleen Carreras

Re: **RIDGE MEADOWS CHILD DEVELOPMENT  
CENTRE**

Date: March 11, 2020  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive the presentation by the Ridge Meadows Child Development Centre, for information.**

**ITEM 4**

To: **Board of Education**

From: Budget Committee of the Whole

Re: **COMMUNITY AND COMMERCIAL  
USE OF SCHOOL FACILITIES**

Date: March 11, 2020  
(Public Board Meeting)

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**Decision**

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**BACKGROUND/RATIONALE:**

At the recommendation of the Budget Committee of the Whole, the rental rates for 2020/2021 are presented to the Board for approval.

In accordance with board Policy 10400 Community and Commercial Use of School Facilities and Grounds, board facilities will be made available to outside users for a fee that at a minimum ensures full cost recovery of direct and indirect costs incurred and to be incurred by the board because of making that use available.

In accordance with Board procedure 10400.1 Rental Fees, full cost recovery rental rates are based on budgeted facilities operations and maintenance annual costs for regular hours of operations (6:00 a.m. to 4:00 p.m.; 10 months/year) plus estimated deferred maintenance costs. The rental rates are calculated based on either the full cost recovery per square meter per hour or market rates. Market rental rates are determined by conducting a market analysis on an annual basis.

**Community Use of Facilities - Rental Rates 2020/2021****Full Cost Recovery Rental Rates**

In accordance with Board Procedure 10400.1 - Rental Fees the full cost recovery rental rates are based on budgeted facilities operations and maintenance annual costs for regular hours of operations (6:00 a.m. to 4:00 p.m.; 10 months/year) plus estimated deferred maintenance costs. Based on this formula, the full cost recovery rate for 2020/2021 remains unchanged at 9 cents per sqm per hour.

**Market Rental Rates**

In accordance with Board Procedure 10400.1 - Rental Fees, market rental rates are determined by conducting a market analysis on an annual basis. We completed a survey of rental rates in surrounding school districts and City of Maple Ridge and determined that an increase of rental rates is required to match the increased rental rates being contemplated by the City of Maple Ridge for 2020/2021.

## **Proposed Rental Rates 2020/2021**

The proposed rental rates as summarized in the following tables.

| Category                   | Rental Rate  | 2020/2021 Rate               |
|----------------------------|--|------------------------------|
| <b>Cost Recovery</b>       | Full cost recovery   | 9 cents / sqm/hr             |
| <b>NPO – Preferred</b>     | Market rental rate based on full cost recovery and City of Maple Ridge rental rates for similar facilities |                              |
| <b>NPO</b>                 | The highest of NPO – Preferred or full cost recovery + 20%   |                              |
| <b>Private</b>             | Market Rate – 20 %   | Average of 24 cents / sqm/hr |
| <b>Commercial</b>          | Market Rate  | Average of 30 cents / sqm/hr |
| <b>School Use</b>          | No Charge  |                              |
| <b>Licensed Child Care</b> | Full cost recovery   | 9 cents / sqm/hr             |

| Category             | Regular Classroom | Large Classroom | Multipurpose Room | Library | Small Gym | Large Gym |
|----------------------|-------------------|-----------------|-------------------|---------|-----------|-----------|
| <b>Space Size</b>    | 80 sqm            | 100 sqm         | 150 sqm           | 180 sqm | 375 sqm   | 750 sqm   |
| <b>Cost Recovery</b> | 7.20              | 9.00            | 13.50             | 16.20   | 33.75     | 67.50     |
| <b>NPO Preferred</b> | 9.19              | 11.49           | 14.22             | 16.52   | 25.17     | 50.34     |
| <b>NPO</b>           | 11.03             | 13.79           | 17.06             | 19.82   | 40.50     | 81.00     |
| <b>Private</b>       | 22.03             | 27.74           | 39.17             | 46.51   | 72.62     | 125.66    |
| <b>Commercial</b>    | 27.54             | 34.68           | 48.96             | 58.14   | 90.78     | 157.08    |

## **Impact of Rental Rates on Rental Revenue**

The rental rates for NPO preferred do not ensure at a minimum full cost recovery of direct and indirect costs incurred and to be incurred by the board as a result of making that use available. The estimated annual subsidy provided by the Board for NPO preferred community use of facilities is \$10K. This subsidy will increase or decrease with use.

## **Rental Rates for Filming**

The City of Maple Ridge offers a film liaison service that provides film production companies a "one-stop shop" for all their location scouting, permits and licenses. The school district is leveraging this service when advertising school properties to the movie industry.

To ensure that rental rates for filming in our school district remain competitive a review of rental rates for filming on school property was completed and no changes are proposed to the current rental rates included in the following table.

| Film                          | Prep Day    | Film Interior | Film Exterior | Parking   |
|-------------------------------|-------------|---------------|---------------|-----------|
| SD42 Maple Ridge-Pitt Meadows | \$ 1,150.00 | \$ 2,300.00   | \$ 1,700.00   | \$ 425.00 |

The Secretary Treasurer is authorized to negotiate lower rates for long term filming contracts. The discounts negotiated will apply for contracts that are longer than 10 days and the discount shall not exceed 10% or board approved rental rates.

The host schools will continue to receive 20% of net rental revenue (i.e. revenue after full recovery of costs).

## **RECOMMENDATION:**

**THAT the Board approve the proposed rental rates for 2020/2021.**



|               |
|---------------|
| <b>ITEM 5</b> |
|---------------|

To: **Board of Education**

From: Finance Committee of the Whole

Re: **APPOINTMENT OF AUDITORS**

Date: March 11, 2020  
(Public Board Meeting)

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**Decision**

**BACKGROUND/RATIONALE:**

The Auditor General Act requires that, each year, the Office of the Auditor General (OAG) prepare a Financial Statement Audit Coverage Plan for the appointment of auditors for government organizations for the following three fiscal years. In this plan, the OAG identifies its level of involvement in the audit process for each government organization within the Government Reporting Entity.

As noted in the attached excerpt from the Financial Statement Audit Coverage Plan of the Office of the Auditor General (Attachment A) the Financial Statements of School District No. 42 (Maple Ridge-Pitt Meadows) will continue to be audited by an auditor appointed by the Board of Education for the fiscal years ending June 30, 2020 to 2022.

BDO Canada LLP is the current external auditor for the School District No. 42 (Maple Ridge-Pitt Meadows) and was first appointed as the auditor of SD42 in 2018.

The Finance Committee of the Whole is recommending that the Board appoint BDO Canada LLP as financial statements auditors for 2019/2020.

**RECOMMENDATION:**

**THAT the Board: appoint BDO Canada LLP as auditors for the Board for 2019/2020 and direct the Secretary Treasurer to promptly notify the auditor and the Minister of Education of the appointment.**

Attachment



## APPENDIX A

|   | Historical coverage financial statement fiscal year ending in |            | Proposed three-year coverage financial statement fiscal year ending in |            |            |
|---|---|------------|--|------------|------------|
|   | 2018  | 2019       | 2020   | 2021       | 2022       |
| Board of Education School District No. 41 (Burnaby)                     |   |            | Oversight  | OAG-Direct | OAG-Direct |
| Board of Education School District No. 42 (Maple Ridge-Pitt Meadows)    | Oversight   | Oversight  |  |            |            |
| Board of Education School District No. 43 (Coquitlam)                   |   |            |  | Oversight  | OAG-Direct |
| Board of Education School District No. 44 (North Vancouver)             | Oversight   |            |  |            |            |
| Board of Education School District No. 45 (West Vancouver)              |   |            |  |            |            |
| Board of Education School District No. 46 (Sunshine Coast)              |   |            |  |            |            |
| Board of Education School District No. 47 (Powell River)                |   |            | Oversight  | OAG-Direct | OAG-Direct |
| Board of Education School District No. 48 (Sea to Sky)                  | OAG-Direct  | OAG-Direct | OAG-Direct   |            |            |
| Board of Education School District No. 49 (Central Coast)               |   |            |  |            |            |
| Board of Education School District No. 50 (Haida Gwaii-Queen Charlotte) |   |            |  |            |            |
| Board of Education School District No. 51 (Boundary)                    |   |            |  |            | Oversight  |



**ITEM 6**

To: **Board of Education**

From: Superintendent  
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: March 11, 2020  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive the Superintendent's Verbal Update, for information.**

To: **Board of Education**

From: Board Policy Development Committee

Re: **POLICY UPDATES**

Date: March 11, 2020  
(Public Board Meeting)

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**Information**

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**BACKGROUND/RATIONALE:**

The Board Policy Development Committee has developed a work plan for 2018 to 2022 with a goal of reviewing all existing board policies over the next four years.

On March 4, 2020 the Board Policy Development Committee met, reviewed and is proposing the following:

- Policy 6810: Disposal of Land or Improvements – no change (Attachment A)

The Committee is further presenting the following draft policies and procedures to the Board for information:

- Policy 5700: Personal Information Protection and Access to Information (Attachment B)
- Procedure 5700.1: Management of Access Requests (Attachment C)
- Procedure 5700.2: Routine Requests and Access to Public Information of the Board (Attachment D)
- Procedure 5700.3: Personal Information Protection (Attachment E)
- Policy 9415: Inclusive Schools (Attachment F)

Draft Policy 5700 and related procedures have been prepared with assistance from legal counsel.

Draft Policy 9415 was prepared with input from the Education Committee and was reviewed by legal counsel.

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policies before they are again presented to the Board for approval on April 29, 2020.

**RECOMMENDATION:**

**THAT the Board receive for information:**

- **Policy 6810: Disposal of Land or Improvements**
- **Procedure 5700.1: Management of Access Requests**
- **Procedure 5700.2: Routine Requests and Access to Public Information of the Board**
- **Procedure 5700.3: Personal Information Protection**

**And Further:**

**THAT the Board receive for information and continuation with the consultation process:**

- **Policy 5700: Personal Information Protection and Access to Information**
- **Policy 9415: Inclusive Schools**



## SD 42 POLICY: 6810

### DISPOSAL OF LAND OR IMPROVEMENTS

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Disposals of land or improvements in School District No. 42 will be guided by the following principles.

#### **Board responsibility**

The Board of Education is responsible for the disposal (including by sale, leases or the granting of a charge) of real property and may dispose of land or improvements (such as buildings affixed to land) subject to the orders of the Minister of Education.

If the Board, after considering future educational needs of the District, deems property (other than property subject to a Crown grant and held in trust for educational purposes) to be no longer required for educational purposes, it may dispose of such property, subject to the Orders of the Minister.

The Minister's Order (Disposal of Lands or Improvements Order) requires boards of education to develop and implement policies and procedures with respect to disposal of land or improvements and make them publicly available. The Board enacts this policy and the accompanying procedures accordingly.

#### **Not applicable to Crown Grants**

This policy and accompanying procedures do not apply to a disposal of property originally acquired by way of a Crown grant that is subject to a trust for educational purposes.

#### **Consent of the Minister**

In accordance with the orders of the Minister, the Board must obtain approval of the Minister of Education for a fee simple sale or a lease of 10 years or more (including all options and rights of renewal) (a "**long term lease**" in this policy and accompanying procedures) of land, improvements or both, unless the disposal is to another board or an independent school for educational purposes.

#### **Delegation**

The Board of Education may not delegate to staff the responsibility to finally approve disposals of real property or to deem property to be no longer required for educational purposes and the Board must authorize disposals by bylaw as required by the *School Act*. Subject to this requirement, the Secretary Treasurer is authorized to act on behalf of the Board and to enter into agreements on behalf of the Board, except where this policy or accompanying procedures refers to approval or waiver or consideration by the Board.

### **Disposals by fee simple sale or long-term lease**

For disposals requiring the Minister's approval, the Board will abide by any applicable Minister's orders and any terms or conditions imposed by the Minister on the disposal.

### **Consideration for disposals**

The Board recognizes its responsibility for stewardship of educational assets. When educational assets are disposed of (including temporary disposals by lease), the Board is responsible for ensuring that the value of those assets will be available for other educational use in the school district. In determining value, the Board may take into consideration any compensating benefits to the Board or a specific school.

### **Consultation**

The Board may undertake consultation of the nature and to the extent that it considers appropriate to the property concerned before entering into a fee simple sale or a long term lease of property no longer required for the Board's educational use, or may dispense with consultation on the disposal.

### **Open process**

Except for disposals to the Conseil scolaire francophone or other boards of education or to an independent school, fee simple sales and long-term leases will be conducted through a process that enables the community to know when the property is being offered for sale or long term lease and provides an opportunity for members of the public to acquire the property. The Board may authorize other specific exceptions to this requirement on terms that in the Board's opinion reflect fair market value, including, without limitation, a disposal:

- (a) to a nonprofit organization, public authority, government organization or community agency, for educational or community use;
- (b) as part of an exchange of land or improvements;
- (c) that is a further long term lease to an existing tenant; or
- (d) to an owner of adjoining land for the purpose of consolidating the adjoining land.

### **Financial viability**

Any proposed transferee or lessee is expected to provide evidence that it has the ability to meet its financial obligations to the Board.

### **Transparency**

The Board recognizes that information about pending disposals must be kept confidential in many circumstances when negotiations are ongoing in order to protect the Board's interests, but will report out to the extent it considers possible without prejudicing those interests and will ensure that information on completed transactions is accessible to the public.

### **Disposals by granting of charges**

Disposals by the granting of charges on land, such as rights of way, easements, and covenants, will be based on compensation or benefit to the Board. A disposal should not prejudice any educational use of the related property. Legal and administrative costs incurred by the Board in granting a right of way or easement should normally be the responsibility of the grantee.

Compensation will be based on fair market value (or the impact of the granting of the charge on fair market value of the site) unless waived by the Board for the specific disposal.

### **Short term leases**

Disposals by lease of less than 10 years including all rights or options to renew ("**short term leases**") will be guided by the following principles:

#### Cost recovery

Leases should generally recover all costs; the Board will not subsidize community use of facilities or sites from educational resources. Exceptions must be specifically authorized by the Board.

#### Short term leases of space within schools

Lease rates and conditions (including acceptable use) may take into account benefit to the school.

#### Compatible uses

Permitted uses under leases of premises within a school during regular hours or that involve common use with a school must not compromise safety of students attending the school and should be compatible with the school's functioning.

#### Alternative community or educational use

The Board will grant short term leases to the following types of entities: the Conseil scolaire francophone or a board of education or school district business company or school district foundation nonprofit organizations providing local services and activities, local government and local government agencies such as (but not limited to) recreation commissions, health and social service agencies (restricted to providing services restricted to children and/or youth if space is within a school) businesses and organizations providing childcare and early learning programs organizations serving adult learners (other than in a school that includes K-10 students), independent schools and other educational institutions, other community agencies or organizations specifically approved by the Board

## **PROCEDURES**

### **1. DEFINITIONS**

1.1 "Long term lease" means a lease that is for 10 years or more, including the cumulative total of all rights or options to renew.

1.2 "Short term lease" means a lease that is not a long term lease.

### **1. BYLAWS**

2.1 All disposals of real property (land, interest in land, or improvements) must be authorized by Board bylaw.

### **1. SALES AND LONG TERM LEASES**

The procedure to dispose of surplus land or improvements by sale and transfer of fee simple or by long term lease, (including leases of part of a building), is as follows:

### 3.1 Step 1: Identification of property as subject of possible disposal

3.1.1 The Board receives a report or reports that confirm the state of title and whether the property is subject to a Crown grant trust include projections of future enrollment growth or decline (including K-12, adult programs and early learning) as they affect the Board's need for the property in question.

3.1.2 The Board decides whether to:

(a) pursue or continue with short term arrangements, including short term leases, or  
(b) consider long term lease or fee simple sale of the property and if so, whether to consult on disposal and alternate community use. (Consultation may be required by Board policy, by the Minister of Education as a condition of approval, or may be specifically directed by the Board even if not otherwise required.)

### 3.2 Step 2: Consultation on disposal and alternate community use (if required or if directed by the Board)

3.2.1 The Board establishes a consultation period to consult with the local community about the Board's proposed disposal and provides any specific directions

3.2.2 Consultation with the community shall include consideration of future enrollment growth in the district (including K-12, adult and early learning programs), if relevant to the property in question

- notification of local governments, and others whom the Board or board officers identify as community agencies or organizations that might be interested in a short term lease of the property or part of it
- notification of any existing tenants or licensees of space in the facility (other than casual users). The Board may (but not must) also notify any known interested parties.
- opportunity for the public to respond to the Board's proposed disposal
- the Board's consideration of input received as it relates to:
  - a decision whether to dispose of the property
  - a decision whether to proceed with short term arrangements for alternative community use

3.2.3 Newspaper advertisements may be placed and public meetings may be held, if necessary in the opinion of the Board (or the board officer acting on behalf of the Board), to adequately inform the public and facilitate input.

### 3.3 Step 3: Decision on disposal and instructions to Secretary Treasurer

3.3.1 The Board considers the input from the consultation process.

3.3.2 Having considered enrolment trends and the input from the consultation process, if the Board wishes to proceed with disposal of the property, it passes a resolution confirming that the property is not required for future educational purposes, instructing the Secretary Treasurer to proceed to make arrangements for disposal of the property, and providing any specific directions.

3.3.3 If the discussion is held *in camera* to protect the privacy or confidentiality of information and protect the interests of the Board, then the decision to proceed with arrangements for disposal shall be reported out, although specific directions given to the Secretary Treasurer may be withheld if necessary to protect the interests of the Board.

#### 3.4 Step 4: Request for Ministry approval and other preliminary matters

3.4.1 If the Board decides to proceed with arrangements to dispose of the property, the Secretary Treasurer:

- (a) arranges for title search, one or more written appraisals, and site plan as required;
- (b) establishes allocation of the proceeds from the sale of the disposed property to the appropriate capital reserve in accordance with the *School Act*;
- (c) if required, requests the Minister of Education to approval disposal of the property;
- (d) carries out other preliminary matters.

#### 3.5 Step 5: Disposal Process

3.5.1 Subject to exceptions provided for in the Policy, the Secretary Treasurer implements a disposal process that is likely in his or her judgment to provide a fair opportunity for members of the public to acquire the property and for the Board to obtain a fair market value for the property.

3.5.2 The Secretary Treasurer or designate proceeds to negotiate with potential purchasers; the Secretary Treasurer may enter into an interim agreement of sale (or lease as the case may be) on behalf of the Board, provided that it includes a condition precedent for passage of an authorizing bylaw.

#### 3.6 Step 6: Disposal Bylaw

3.6.1 The Board enacts a bylaw to authorize the disposal of the property on the agreed terms and conditions. This normally follows removal of all other subject clauses and conditions precedent. The bylaw must include:

- (a) confirmation that the Board will not require the property for future educational purposes (or, for a long term lease, that the Board will not require the property for future educational use for the term of the lease.)
- (b) the name and facility number of the property,
- (c) the address and legal description of the property, and site plan if required to identify the property
- (d) the agreed terms and conditions, and
- (e) authority to the Secretary Treasurer to execute on behalf of the Board all related documentation required to complete the terms of the agreements.

3.6.2 If enacted in closed meeting, the disposal shall be reported at the Board's next open meeting.



### 3.7 Step 7: Execution of Documentation and completion of transaction; allocation of proceeds

3.7.1 All necessary documents will be executed within required time lines as required

3.7.2 Proceeds of sale or lease over five years are to be allocated between the restricted capital reserve ("sharable") and the local capital reserve ("non-sharable") in accordance with *School Act* s. 100.

### 3.8 Step 8: Notice to the Minister

3.8.1 Upon disposal of the property, the Secretary Treasurer promptly provides the Minister with:

(a) a copy of the Board's bylaw authorizing disposal of the property, and (b) written notification of the disposal and the allocation of the proceeds to the appropriate capital reserves

## **1. ROAD AND UTILITY DEDICATIONS; OTHER CHARGES ON TITLE; SHORT TERM LEASES**

The procedure to dispose of property by way of a short term lease, a land dedication or a charge on title is as follows.

### 4.1 Step 1: Approval in principle

4.1.1 For a charge or road dedication, the Board considers the request, taking into consideration the impact on the property if the request is granted. The Board may provide approval in principle and make any specific directions.

### 4.2 Step 2: Negotiation

4.2.1 The Secretary Treasurer negotiates a lease or agreement consistent with Board policy and directions.

4.2.2 If money is to be paid, the Secretary Treasurer ascertains the allocation of proceeds.

### 4.3 Step 3: Bylaw

4.3.1 The Board passes a bylaw authorizing the lease, dedication or granting of charge.

### 4.4 Step 4: Execution of documents and completion of transaction

### 4.5 Step 5: Notification of Minister

4.5.1 The Secretary Treasurer notifies the Minister including a copy of the bylaw and a notification of the disposal and allocation of any proceeds as required by the *School Act*.

**APPROVED: February 13, 2013**

**REVIEWED: March 4, 2020**



## SD 42 POLICY: 5700

### PERSONAL INFORMATION PROTECTION AND ACCESS TO INFORMATION

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#### PHILOSOPHY

The School District recognizes the fundamental importance of maintaining the privacy and security of the personal information that it collects, uses and discloses in the course of its operations, and is committed to ensuring that it meets or exceeds the required standards under the *Freedom of Information and Protection of Privacy Act* ("FIPPA").

The School District is subject to the *Freedom of Information and Protection of Privacy Act* ("FIPPA"), and it and its employee shall seek at all times to comply with their duties under FIPPA with respect to the protection of personal information.

The School District is committed to protecting the privacy of individuals whose personal information it collects, uses, shares and retains, and it expects all staff to follow responsible information management practices to ensure that the School District fully complies with its obligations under this policy and FIPPA.

The School District is committed to ensuring the protection and security of all personal information that it collects, uses, maintains and discloses in the course of carrying out its responsibilities.

The School District recognizes that FIPPA seeks to protect each individuals' personal privacy by prohibiting the unauthorized collection, use or disclosure of personal information by public bodies.

The *Freedom of Information and Protection of Privacy Act* ("FIPPA") provides individuals with a right to request access to records within the custody or control of the School District.

The School District wishes to facilitate the efficient release of records to members of the public and to individuals whose information is maintained by the School District.

#### DEFINITIONS

Where used in this Policy, the following terms have the following meanings:

- a) "**FIPPA**" means the BC *Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- b) "**personal information**" means record about an identifiable individual, but excludes a person's business contact information;
- c) "**records**" include any paper or electronic media which is used to store or record information. At the School District, this includes all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence;
- d) "**staff**" means all persons employed or engaged by the School District to carry out its operations, and includes independent contractors and volunteers.

## **AUTHORITY**

The Board assigns the responsibility for the implementation of the policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

The Superintendent or Designate is responsible to act as Privacy Officer for the School District and to supervise its personal information management programs. All questions about how the FIPPA applies to School District records should be directed to the School District's Privacy Officer.

## **GUIDING PRINCIPLES**

### ***PRIVACY PROTECTION:***

The School District is committed to protecting the privacy of individuals whose personal information that it collects, uses, shares and retains, and expects all staff to follow responsible information management practices to ensure that the School District fully complies with its legal obligations.

It is important for all School District employees to respect the privacy and confidentiality of personal information entrusted to them in the course of their duties.

The School District will collect, use or disclose personal information only with an individual's knowledge and consent, except where otherwise required or permitted by law and in accordance with *FIPPA*.

Personal information will be collected and shared as authorized by *FIPPA*, and the use of personal information shall be consistent with the purposes for which the information was obtained or complied, unless otherwise authorized or permitted by law.

### ***IDENTIFYING PURPOSES:***

The School District endeavors to communicate the purposes for which personal information is collected at or before the time the information is collected, unless otherwise permitted or required by law.

Generally, the School District collects personal information for the following reasons:

- To provide educational programs and services to students;
- To communicate with parents and students and, as applicable, respond to inquiries or complaints;
- To investigate and respond to safety incidents, misconduct and similar incidents;
- For the purposes of recruiting employees and managing the employment relationship with employees;
- To ensure compliance with applicable Board bylaws, policies and other laws.

### ***COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:***

The School District limits collection of personal information to what is necessary for the purposes for which it is collected. The School District collects personal information by fair and lawful methods.

Personal information will only be used or disclosed for the purpose for which it was collected, except with the individual's consent or as required or permitted by *FIPPA* or other laws.

The School District may release relevant personal information to other branches of government or its contracted service providers but will do so only as authorized by *FIPPA* or other laws.

#### **SECURING PERSONAL INFORMATION:**

The School District protects personal information by ensuring security safeguards appropriate to the sensitivity of the information are in place. Such security safeguards may include passwords; encryption; secured storage, etc.

Every staff member has a duty to protect the privacy and security of personal information collected and used by them as part of their ongoing employment responsibilities. The management and safekeeping of such information is the responsibility of all School District staff.

#### **RETENTION:**

Personal information will be retained only for as long as necessary for fulfillment of the purposes for which it was collected, or as required or permitted by law. Any personal information that is no longer required for either administrative, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with Board policies and approved record retention protocols.

#### **ACCURACY AND CORRECTION:**

Staff are expected to make every reasonable effort to ensure the accuracy of personal information.

If a person believes that there is an error or omission in their personal information collected by the School District, they may request the correction of the information in writing to the department responsible for the information. The department head or designate is responsible for, as appropriate, correcting the information or annotating the information, in consultation with the Privacy Officer and in accordance with the requirements of *FIPPA*.

If a correction is made, the School District will notify any other public body or third party to whom it has provided the incorrect information during the one-year period before the correction was requested.

#### **ACCESS TO INFORMATION:**

Any individual can make a request for access to records in the School District's custody or control in accordance with *Procedure 5700.1: Management of Access Requests*.

The School District recognizes that:

- The public has a right of access to information that the Board makes publicly available, including the minutes and agendas of the Board's public meetings;
- Parents and students also have rights of access to information under the School Act; and
- Employees and other individuals have certain rights of access to information that the School District collects and maintains about them.

#### **APPROVED:**

**SD 42 PROCEDURE: 5700.1****MANAGEMENT OF ACCESS REQUESTS**

1. All written applications for access to records under *the Freedom of Information and Protection of Privacy Act ("FIPPA")* will be passed in the first instance to the Freedom of Information Coordinator for registration.
2. FIPPA permits verbal requests for access to records to be made in special circumstances, such as where there are language barriers or physical impairments to making a written request. In such cases, the Freedom of Information Coordinator will record the verbal request in writing and confirm it with the Applicant.
3. The decision for granting the complete or partial access or refusing the request will be made by the Superintendent, who is the "head" of the School District for the purposes of section 77 of FIPPA.
4. The Superintendent may delegate some or all of their powers for the release of records under FIPPA.
5. The Superintendent and their delegate will consult, where appropriate, with the responsible department or school prior to the release of records responsive to a request.
6. All responses to an application for access to information, whether granted or denied, shall be directed to the Freedom of Information Coordinator for review and final documentation and then forwarded to the individual making the request within the timelines set out in FIPPA.
7. Employees of the School District are expected to provide reasonable and timely cooperation to the School District if requested to assist in searching for records responsive to a request or to consult on the release of records.
8. Where required to respond to an access request, the School District may conduct searches of electronic records where such records are maintained on the School District's systems or servers. Accordingly, employees wishing to avoid any inadvertent intrusions, should not retain private or non-work-related documents or communications on the School District's systems or servers.
9. FIPPA applies to all records within the custody or control of the School District, and the School District has an obligation to assist those requesting access to records under the FIPPA. Accordingly, employees may not destroy or delete records that may be responsive to an existing access request, nor should employees seek to use personal email accounts or devices to conduct School District business or carry out employment functions.
10. The School District may require proof of identity from individuals requesting access to their own personal information.
11. The School District reserves the right to charge fees for processing access requests but will do so only as permitted and in accordance with the requirements of FIPPA.

**RECEIVED FOR INFORMATION:**

## SD 42 PROCEDURE: 5700.2

### ROUTINE REQUESTS AND ACCESS TO PUBLIC INFORMATION OF THE BOARD

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The purpose of this is to establish a procedure allowing individuals and members of the public to make routine requests for access to their own information and to other information that the Board makes publicly available.

1. This procedure applies to requests for access to information or records where the requested records are routinely available, such as:
  - minutes of public meetings of the board;
  - board reports that are publicly available;
  - requests for an employee's own personnel records;
  - requests for access to student information made under the School Act.
2. This procedure does not apply to requests that are made for information where no written records exist. Those information requests should be directed to the Freedom of Information Coordinator.
3. This procedure does not apply to requests for information or records in which there are legal or operational reasons for withholding information, such as information that is not publicly available, information that impacts a third party's rights, or other information of a confidential nature.
4. Applicants may make a request for records in writing to the Freedom of Information Coordinator. A copy of the request will then be directed to the appropriate school or department for review and action.
5. The receiving school or department is responsible for reviewing the records to determine if this is a routine request for public information and whether the records can be released under this procedure. If records are approved for release, the receiving school or department will consult with the Freedom of Information Coordinator to arrange for the release of the records.
6. The receiving school or department will refer back to the Freedom of Information Coordinator any requests for records that:
  - contain confidential, sensitive or third party personal information;
  - constitute counselling records; or
  - where release could give rise to risks to the safety or wellbeing of any person.
7. If a record request is referred back to the Freedom of Information Coordinator, they may recommend that the Applicant make a formal access request under the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). The Freedom of Information Coordinator may also determine to treat the request as a request made under FIPPA, in which case, the Freedom of Information Coordinator will write to the Applicant to notify them of this decision. Such access requests will be processed under Procedure 5700.1 Management of Access Requests.

8. If the Freedom of Information Coordinator determines that any information or records may not be disclosed in response to a request, then the request must be treated as a formal request made under FIPPA and processed under Procedure: 5700.1 Management of Access Requests.
9. The School District endeavours to respond to routine requests made under this Procedure within a reasonable time.
10. The School District reserves the right to charge fees for the processing of requests in accordance with the requirements of FIPPA.
11. The School District may require proof of identity from individuals requesting access to their own personal information.
12. Complaints about the application of this procedure may be made to the Office of the Superintendent.

*Attachment:*

*Request for Access to Records*

**RECEIVED FOR INFORMATION:**

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

### REQUEST FOR ACCESS TO RECORDS

|  |                                |  |   |
|--|--------------------------------|--|---|
| <b>THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)</b>   |                                |  |   |
| <b>YOUR NAME</b>   |                                |  |   |
| LAST NAME  | FIRST NAME                     | MIDDLE NAME  | OPTIONAL <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> MRS.<br><input type="checkbox"/> MR. <input type="checkbox"/> OTHER : _____ |
| <b>YOUR ADDRESS</b>  |                                |  |   |
| STREET, APARTMENT NO., P.O. BOX, R.R. NO.  | CITY / TOWN                    | PROVINCE / COUNTRY   | POSTAL CODE   |
| <b>YOUR CONTACT INFORMATION</b>  |                                |  |   |
| DAY PHONE NO.<br>(     )   | ALTERNATE PHONE NO.<br>(     ) | E-MAIL ADDRESS   |   |
| <b>DETAILS OF REQUESTED INFORMATION</b>  |                                |  |   |
| <b>INFORMATION REQUESTED</b> (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.)  |                                |  | PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN  |
|  |                                |  |   |
| ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>(IF SO, PLEASE ATTACH, AS APPROPRIATE:<br>a) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR<br>b) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF.)   |                                |  |   |
| PREFERRED METHOD OF ACCESS TO RECORDS<br><input type="checkbox"/> EXAMINE ORIGINAL<br><input type="checkbox"/> RECEIVE COPY  | YOUR SIGNATURE                 |  | DATE SIGNED (YYYY MMM DD)   |
| <b>FOR SCHOOL DISTRICT USE ONLY</b>  |                                |  |   |
| <b>REQUEST CATEGORY</b>  |                                | <input type="checkbox"/> ACCESS TO <u>G</u> ENERAL INFORMATION <input type="checkbox"/> ACCESS TO <u>P</u> ERSONAL INFORMATION |   |
| DATE RECEIVED (YYYY MMM DD)  |                                | DATE DUE (YYYY MMM DD)   |   |
| • YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.<br>• BIRTHDATE IS REQUIRED TO VERIFY THE INDIVIDUAL REQUESTING THE INFORMATION<br>• PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE <b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b> AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST. |                                |  |   |



**SD42 PROCEDURE: 5700.3****PERSONAL INFORMATION PROTECTION****PERSONAL INFORMATION THE SCHOOL DISTRICT COLLECTS**

The School District endeavors to communicate the purposes for which personal information is collected at or before the time the information is collected, unless otherwise permitted or required by law.

The School District is authorized to collect certain information about students and their parents and guardians under the School Act for the purposes of delivering and administering educational programs and activities. This information includes:

- name, student number and contact information;
- educational history information;
- information about learning needs, assessments and special needs designations;
- medical information relevant to the delivery of educational services;
- information about family status and custody information;
- student performance and evaluation information;
- conduct and disciplinary history;
- other information the School District is required by law to maintain.

This information is used by the School District for purposes including: administering and delivering educational programs for students, accommodating student needs, communicating with parents and students, ensuring compliance with school rules and regulations, ensuring order and safety at school, evaluating student performance and complying with the School District's legal, regulatory and administrative requirements.

The School District maintains certain information about staff for the purposes of managing and administering the employment relationship. This information includes:

- name, social insurance and contact information;
- employment and educational history;
- qualifications and performance information;
- medical information that employees' voluntarily provide as relevant to employment;
- conduct and disciplinary history;
- information about employee leaves and attendance;
- financial, taxation and beneficiary designation information for the purposes of administering payroll and benefits;
- other information the School District is required by law to maintain.

This information is used by the School District for the purposes of establishing, managing and terminating the employment relationship and for purposes that include: recruitment, administering payroll and benefits; performance evaluation and work assignment; maintaining order and safety at school; investigating and responding to workplace incidents, and complying with the School District's legal, administrative and other requirements.

Further information about the personal information that the School District collects, uses

and maintains is available in the School District's Personal Information Directory published on the school district website.

## **SECURING PERSONAL INFORMATION**

The School District protects personal information by ensuring security safeguards appropriate to the sensitivity of the information are in place. Such security safeguards include:

- Organizational safeguards, including practices that limit internal access to and use of personal information except on a need to know basis, ensure appropriate staff training, and maintaining regular review of privacy practice and programs;
- Physical safeguards, including practices that ensure that information is secure (i.e., locked cabinets and facilities), and, where appropriate, establishing systems to ensure access to personal information can be tracked and audited;
- Electronic safeguards, including the use of passwords; encryption; firewalls and other electronic measures designed to protect against the unauthorized collection, use and disclosure of personal information through the School District's electronic systems and networks.

## **RETENTION**

Personal information will be retained only for as long as necessary for fulfillment of the purposes for which it was collected, or as required or permitted by law. Any personal information that is no longer required for either administrative, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with School District approved record retention protocols. However, personal information will be retained for specified periods where required by law.

The Freedom of Information and Protection of Privacy Act ("FIPPA") requires that any personal information that is used by the School District for making a decision that directly affects an individual is to be retained by the School District for at least one year after being used.

## **EXPECTATIONS OF STAFF**

The management and safekeeping of the personal information maintained by the School District is the responsibility of all staff, all of whom are expected to act consistently with the requirements of this policy and FIPPA. Staff acting inconsistently or in violation of this policy may face disciplinary consequences, up to and including dismissal.

## **HOW THE SCHOOL DISTRICT MAINTAINS THE ACCURACY OF PERSONAL INFORMATION**

Staff are expected to make every reasonable effort to ensure the accuracy of personal information that they collect and use. The School District also relies on students, parents and staff to update their personal and contact information with the School District from time to time.

If a person believes that there is an error or omission in his or her personal information collected by the School District, he or she may request the correction of the information in

writing to the department responsible for the information. The department head or designate is responsible for, as appropriate, correcting the information or annotating the information, in consultation with the Privacy Officer and in accordance with the requirements of *FIPPA*.

If a correction is made, the School District will notify any other public body or third party to whom it has provided the incorrect information during the one year period before the correction was requested.

## **HOW INDIVIDUALS MAY EXERCISE ACCESS TO INFORMATION**

FIPPA provides all individuals with the right to request access to records in the School District's custody or control by making a written request to the Privacy Officer. Requests must provide sufficient detail to allow the School District to identify the records being requested. Individuals unable to make written requests should contact the Privacy Officer for assistance. Requests seeking access to information on behalf of another individual must be accompanied by an express written consent signed by the person whose information has been requested.

The School Act provides parents and guardians of school-aged students with the right to receive reporting about the progress of students at school and to access the student's file. Such requests should be made directly to a student's school.

Requests for other information about a student may be made under FIPPA. However, FIPPA does not provide parents and guardians with unlimited rights to access the personal information of a student, and parents and guardians may exercise such access only when certain conditions are met. The School District may request additional information from parents or guardians for requests made under FIPPA to ensure these requirements have been met, including documentation establishing the parent or guardian has authority to make the request.

The School District reserves the right to assess fees for processing access requests where permitted under FIPPA. No fees will be assessed for staff time in processing if it takes less than 3 hours of staff time to process a request, nor will fees be assessed when individuals make a request that is limited to records containing their own personal information.

The fees applicable to the processing of access requests are set out in Schedule 1 of the Freedom of Information Regulation:

[http://www.bclaws.ca/civix/document/id/complete/statreg/155\\_2012#section13](http://www.bclaws.ca/civix/document/id/complete/statreg/155_2012#section13)

## **COMPLIANCE AND CONTACT INFORMATION**

Requests for access to records, issues or complaints about the School District's compliance with this procedure and questions or comments about this procedure may be addressed to the School District's Privacy Officer at [privacy@sd42.ca](mailto:privacy@sd42.ca). All complaints made under this procedure will be investigated.

## **RECEIVED FOR INFORMATION:**

## **SD 42 POLICY: 9415**

### **INCLUSIVE SCHOOLS**

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#### **PHILOSOPHY**

Consistent with the *School Act*, and Ministry of Education policy, the Board believes that students benefit from learning together in an inclusive environment. Inclusive schools celebrate uniqueness and diversity and enhance the dignity and self-respect of all students. The Board is committed to providing every student with the most inclusive learning environment possible, consistent with their educational needs.

#### **AUTHORITY**

The Board assigns the responsibility for the implementation of the policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

#### **GUIDING PRINCIPLES**

Inclusive schools:

- Recognize equitable access to public education regardless of ability, family status, culture, ethnicity, religion, gender identity or sexual orientation;
- Ensure that the delivery of curriculum encompasses a variety of cultural perspectives consistent with the BC provincial curriculum, including the perspectives of indigenous peoples;
- Develop and refine learning environments that are safe, flexible, provide for age-appropriate placement and support student learning and development;
- Require a flexible and personalized learning environment where curricular accommodations are assumed, ensuring curricular relevance and accessibility for all students;
- Ensure a variety of systems of assessment are in place that respect individual learning styles and needs of students;
- Actively support educators to understand and accommodate the diverse learning needs of all students so that students are supported in the development of their personal and cultural identity, their social and emotional well-being and their academic, artistic and physical growth;
- Have a variety of professional learning supports available for educators so that educators can respond knowledgeably to the diversity presented by our students;
- Actively support, promote and welcome meaningful consultation with parents/guardians and all educational partners, and provide communication assistance to parents/guardians who speak other languages or otherwise face communication barriers;
- Actively work with other agencies and community organizations to facilitate access to services for children and families.

#### **APPROVED:**



**ITEM 8**

To: **Board of Education**

From: Trustee  
Mike Murray

Re: **2020/2021 BCSTA DRAFT BUDGET**

Date: March 11, 2020  
(Public Board Meeting)

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**Information**

**BACKGROUND/RATIONALE:**

BCSTA's Finance & Audit Committee is inviting all Boards of Education to provide feedback on BCSTA's 2020/2021 draft budget.



**ITEM 9**

**RECORD**

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed; and (b) the general nature of decisions resolved at the following meetings from which persons other than Trustees or officers of the Board, or both were excluded:

**February 12, 2020 Closed**

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Call to Order                        | Meeting called to order at 2:20 p.m. |
| Motion of Exclusion                  | Approved                             |
| Correspondence                       | Received                             |
| Approval of Agenda                   | Approved as amended                  |
| Approval of Minutes                  | Approved as circulated               |
| Chairperson Decision Item            | Approved                             |
| Superintendent Information Items     | Received                             |
| Secretary Treasurer Information Item | Received                             |
| Superintendent Information Item      | Received                             |
| Motion to Extend                     | Approved                             |
| Secretary Treasurer Information Item | Received                             |
| Board Committees                     | Received                             |
| Adjournment                          | Meeting adjourned at 4:39 p.m.       |