

School District #75 (Mission)
Special Committee of the Whole Meeting
Agenda

November 23, 2021, 3:30 pm

[Zoom Meeting](#)

Visit www.mpsd.ca > Governance > Meeting Information, to connect remotely.

Pages

1. **CALL TO ORDER**
The Board Chair will acknowledge that this meeting is being held on Traditional Territory.
2. **ADOPTION OF AGENDA**
3. **DELEGATIONS/PRESENTATIONS**
4. **CURRICULUM**
5. **UNFINISHED BUSINESS**
 - 5.1. Trustee Professional Development Policy Action 1 - 4
 - 5.2. Trustee Remuneration and Benefits Policy Action 5 - 8
 - 5.3. Communications and Public Participation Policy Action 9 - 12
 - 5.4. Public Interest Disclosure Policy Action 13 - 25
 - 5.5. Menstrual Products Policy Action 26 - 28
 - 5.6. Management Professional Development Policy Action 29 - 32
6. **STAFF REPORTS**
7. **NEW BUSINESS**
8. **MINUTES OF PREVIOUS MEETINGS**
9. **INFORMATION ITEMS**
10. **ADJOURNMENT**

No specific strategies are related to the professional development of Trustees.

- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
Participating in professional development activities will enable trustees to support the Indigenous students we serve and the goals of the Framework. Taking part in professional development opportunities that relate to supporting the success of Indigenous students will also support the entire organization.
- c. Funding Guidelines, Costing, & Budget Impact
The trustee professional development budget is \$7,500 (\$1,500 each). In 2020/2021 very little was spent on professional development.
- d. Policy, Legislation, Regulation
The existing policy is a blended policy for Trustees and Management staff.
- e. Organizational Capacity
The organization currently supports trustees to participate in professional development training, through the Executive Assistant. Revisions to the policy are not expected to create additional work for the position.
- f. Risks
 - i. Organizational
When policy is not clear on funding for Trustees, it puts staff in a difficult position.
 - ii. Reputational
If the policy is vague, there is a significant reputational risk for Trustees. The public expects transparency from elected officials, with budgets, reporting, and accountability of funding that is spent directly on trustees participating in professional development.
 - iii. Strategic
No strategic risks were identified.
- g. Benefits
 - i. Organizational
The well-defined policy ensures staff can draft accurate budgets with clear guidelines, and process requests for funding for professional development activities.
 - ii. Reputational
A well-defined policy that supports transparency can improve the reputation of the Board.
 - iii. Strategic
No strategic benefits were identified.

5. Public Participation:

In addition to participation at the Committee of the Whole meetings where the draft policy is reviewed, the public engagement process includes placement on the <http://engage.mpsd.ca> website. 112 people visited the site, 23 reviewed documents, 11 engaged. Information and feedback from the engagement

website showed that 3 people agreed with the policy as is, 3 people did not agree. Comments/Ideas submitted:

- I would think a policy like this would not list "options" for development, but some form of process for how to identify what needs work. Even a statement like "board will discuss and review professional development objectives annually before approving the budget required". This way, the funding is commensurate with the approved goals. It also just reads like a policy that allows board members to buy a laptop or tablet and keep it after 3 years. I agree board members should be provided with the technology needed for the position, and that after 3-4 years, that technology will be obsolete, but this policy means board members get faster technology refresh rates than the students and I think that is fundamentally flawed.
- The money would be better spent on developing the people that actually work with children.

6. Implementation:

December 2021 Final approval

7. Attachments:

1. Draft Trustee Professional Development Policy

Section:	Governance	
Title:	Trustee Professional Development	1.7

Purpose

To support professional development opportunities for Trustees.

Policy

The Board values Lifelong Learning and expects Trustees to engage in learning opportunities that enhance the Trustee’s ability to serve the School District.

Trustees may participate in programs and activities, or acquire technology, which lead to professional growth, enhancement of skills and abilities, and increased overall competencies related to board governance, public education systems, or issues that are unique to Mission Public Schools.

Trustees are to report out to the Board on their professional development activity.

Guidelines

1. The professional development must promote and support professional learning, growth, and development in the knowledge, skills, and attributes that lead to improved performance and practices related to board governance and/or public education, based on the educational needs of the Trustee.
2. An annual professional development budget will be allocated for each Trustee.
3. Trustees may use the funds for a broad range of professional development activities and/or the purchase of technological devices or equipment.
4. The use of the funds to purchase technology is subject to the following:
 - a. The device must comply with current district standards.
 - b. The device will be fully owned by the School District for three (3) years.
 - c. The device will be depreciated over three (3) years.
 - d. The device may be returned to the School District after the three (3) year ownership period or retained by the Trustee for their future personal use.
 - e. If the Trustee leaves the position prior to the end of the three (3) year ownership period, the device must either be returned to the School District or purchased by the Trustee at the cost of the un-depreciated value.

Date of Board Approval: October 19, 2021 Approved in Principle

system. The following calculations are based on the calculation of the BC Consumer Price Index. The calculation compares options for consideration.

The following table summarizes the actual BC CPI Index, the # change to the index and the percentage change to the index.

BC CPI	Index	change	% change
31-Dec-16	122.7		
31-Dec-17	125.2	2.5	2.04%
31-Dec-18	129.0	3.8	3.04%
31-Dec-19	131.7	2.7	2.09%
31-Dec-20	132.8	1.1	0.84%
combined 2019 + 2020 %			2.93%

The table summarizes the compensation for the trustee positions and options for consideration.

1. A retroactive calculation to July 2020, which considers the original recommendations. The 2021-2022 budget impact of this increase is \$2,541.
2. A retroactive calculation to July 2021.
 - a. With the 2020-2021 CPI rate increase of .84% with a budget impact of \$720.
 - b. With a combined increase rate of both the 2019-2020 and the 2020-2021 CPI rate increase of 2.93% with a budget impact of \$2,525. This is the adjustment included in the policy.
3. An increase effective January 2022
 - a. With the 2020-2021 CPI rate increase of .84% with a budget impact of \$360.
 - b. With a combined increase rate of both the 2019-2020 and the 2020-2021 CPI rate increase of 2.93% with a budget impact of \$1,263.

Trustee Remuneration Adjustment Calculation											
		%	Annual Trustee Remuneration			\$ change			Total	Total	%
	Year	Adj	Chair	Vice Chair	Trustee	Chair	Vice	Trustee	Annual	Increase	Increase
	2017		19,426	17,611	16,392				86,213	-	
	2018	-	19,426	17,611	16,392				86,213	-	
	2019	-	19,426	17,611	16,392				86,213	-	
	2020	-	19,426	17,611	16,392				86,213	-	
Option 1	Jul-20	2.09%	19,833	17,980	16,735	407	369	343	88,018	1,805	2.09%
	Jul-21	0.84%	19,999	18,130	16,875	166	150	140	88,754	736	0.84%
										2,541	2.95%
Option 2 a	Jul-21	0.84%	19,588	17,758	16,529	162	147	137	86,933	720	0.84%
Option 2 b		2.93%	19,995	18,127	16,872	569	516	480	88,738	2,525	2.93%
Option 3 a	Jan-22	0.84%	19,507	17,685	16,461	81	74	69	86,573	360	0.42%
Option 3 b		2.93%	19,711	17,869	16,632	285	258	240	87,476	1,263	1.46%

d. Policy, Legislation, Regulation

Compensation for Trustees is not regulated and falls within the purview of the Board

e. Organizational Capacity

f. Risks

- i. Organizational
- ii. Reputational
- iii. Strategic

g. Benefits

- i. Organizational
- ii. Reputational
- iii. Strategic

5. Public Participation:

Consideration with the Committee meetings, and the public engagement website. The Public Engagement site quick poll showed 2 people did not agree, and 3 people agreed with the policy as presented. A comment was made: Yes, cost of inflation raises are a necessity for everyone in the education sector, not just trustees.

6. Implementation:

Payroll would require a few days to process the changed remuneration rates, and as such, approval in December would result in any retroactive adjustments being processed in January 2022, and the 2022 adjustments being processed in July 2022.

7. Attachments:

- a. Draft Trustee Remuneration and Benefits Policy

Section:	Governance	
Title:	Trustee Remuneration and Benefits	1.8

Purpose

To outline Remuneration and Benefits for Trustees.

Policy

1. Effective July 1, 2021, the annual remuneration for each trustee is as follows:

Chair	\$ 19,995
Vice Chair	\$ 18,127
Trustee	\$ 16,872

The remuneration will be adjusted annually, beginning July 1, 2022, by the percentage change to the BC Consumer Price Index at December 31 for the previous year.

Example the July 1, 2022 rate adjustment will be the change in the BC Consumer Price Index between December 2021 and December 2020.

2. The Board of Education can suspend the increases, should it find that the financial health of the School District is declining.
3. Trustees may obtain extended health and dental benefits as follows:
 - a. Pacific Blue Cross, Blue Choice – Core Extended, Enhanced Prescription Drug Option, and Enhanced Dental Option.
 - b. Trustees pay 20% of the premiums and Mission Public Schools pays 80% of premiums.

Guidelines

1. The rate for the annual adjustment is the Canadian Consumer Price Index for BC, by geography, all-items, monthly percentage change, not seasonally adjusted for the December xxx1 to December xxx2.

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- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

Consideration with the Committee meetings, and the [public engagement website](#):

In the Survey, 4 people agreed with the policy as presented. In the Quick Poll, 3 people agreed with the policy as presented.

A comment was made: It has become clear in recent PAC meetings that when we want to engage the students to solicit feedback and input on amenity development and other things, that there isn't a clear mechanism for that - other than good old fashioned PA announcements. This policy is to govern how the District communicates in the event of crisis or other event, I see that. However, I'd like to see either addition of student and parent communication methods to this policy, or another policy that gives the framework for how parents can communicate with the rest of the parent body, how a parent can communicate with the school, how students can communicate with the administration, etc. Putting some thought into how we can all work closer together will help ensure everyone gets input on our collective direction.

6. Implementation:

Once approved, all staff would be updated on the policy, to align school communications with the policy as well. It may take a few months to fully implement the policy.

7. Attachments:

- a. Draft Communications and Public Participation Policy

Section:	District Administration	
Title:	Communications and Public Participation	2.12

Purpose

To promote effective and open communication and dialogue with the Mission School District community, the individual school communities, and stakeholders.

Policy

Mission Public School District will foster effective communications and the building of positive relationships with the school community and stakeholders through proactive communications and public participation in decision-making processes.

Mission Public Schools supports public participation in decision-making, and will:

- Inform, consult, involve, collaborate and/or empower the Mission school community and stakeholders in decisions regarding proposals, programs, activities, initiatives, or policies and procedures that impact the school district, individual schools, students, employees, trustees, or other stakeholders;
- Provide opportunities for the Mission school community and stakeholders to exchange information and ideas and participate in decision-making processes using a variety of interactive communication processes; and
- Gather public feedback through proactive and interactive public participation processes, acknowledge input, and inform stakeholders of decisions made and the reasoning behind those decisions,

Guidelines

1. The Board and Schools will post all publicly available school district and school-specific information on the appropriate website. Information that is protected from public disclosure in accordance with the *Freedom of Information and Protection of Privacy Act* will not be made available.
2. The Board will provide information regarding participation in decision-making on projects, initiatives, new or updated policies and procedures, or other significant issues that require public engagement through websites and other electronic means in addition to requesting participation at public meetings.
3. Schools are expected to engage the school community and parents in decisions regarding programs, procedures, and other guidelines that affect the school and students. Schools are also expected to inform the public, parents, and stakeholders of school-related activities, events, and programs through various means, in addition to the school website.
4. Promotion of school achievements, projects, and special events are encouraged and may be shared through social media, media releases and other correspondence as well as school websites.

5. The Board shall establish and maintain positive relationships with media and respond to media requests in a timely manner.
6. The Board Chair, or in the absence of the Chair the Vice-Chair, is the official spokesperson on issues relating to the Board and political matters. The Chair may appoint a designate to speak in place of the Chair.
7. When the Board Chair, Vice-Chair, or designate, communicates on behalf of the Board or the School District, they will ensure that all statements made are true and accurate and comply with privacy legislation, school district policies and procedures, and notify Trustees of the communications or statements in a timely manner.
8. The Board Chair will ensure Trustees are apprised of requests or communications with other political entities in a timely manner.
9. Trustees are to refer all media requests regarding school district business or Board decisions to the Board Chair.
10. The Superintendent, or designate, is the official spokesperson on all matters relating to operations. The Superintendent or designate will represent the Board and the school district generally.
11. When the Superintendent or other school district staff speak for the school district, it will be the individual's responsibility to ensure that all statements made are true and accurate and comply with privacy legislation, school district policies and procedures, and notify Trustees of pertinent communications with or statements made to the media, in a timely manner.
12. Principals or designates are to refer all media requests received directly at the school to the Superintendent.
13. School Principals are to advise the Superintendent of issues that are serious in nature that may impact the school or the School District or generate public or media interest.
14. Communication processes within Schools and Departments are the responsibility of all employees. Processes shall be clear, consistent, responsible, and supportive of the Board's plans, strategies, and priorities.

Date of Original Board Approval: October 19, 2021 Approved in Principal

Date Amended:

Legal Reference: Freedom of Information and Protection of Privacy Act

Cross Reference: (other policies, and procedures)

ITEM 5.4 Action

File No. 1020.20

TO: Committee of the Whole
FROM: C. Becker, Secretary-Treasurer
SUBJECT: Public Interest Disclosure Policy

Recommendation

THAT the draft Public Interest Disclosure Policy be reviewed and revised as necessary considering input from the public engagement process and forwarded to the December Board Meeting for consideration of approval.

1. Summary:

A draft policy has been developed to consider the Public Interest Disclosure Act, restructured from the original Whistle Blower policy. The draft documents were developed considering the draft templates provided by the BCSTA to support school districts.

2. Background:

The Province approved the *Public Interest Disclosure Act*. Although the legislation currently does not apply to school districts, there has been an inquiry to determine the ability of school districts to implement the directives of *the Act*. As the school district's Whistle Blower Protection policy is similar to the direction from *the Act*, incorporating the new legislation into policy for Mission Public Schools is possible.

The draft policy is based on the BCSTA templates, with minor adjustments, including suggestions from the review at the Committee of the Whole meeting of October 12, 2021. Staff have also prepared the procedure to support the policy if approved.

3. Options:

- a. Send the draft policy to the board meeting for approval as presented;
- b. Amend the policy and forward the amended policy for approval;
- c. Refer the policy back for additional public comments.
- d. Do not forward the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation

It is expected that the school district will be required to comply with the legislation at some point in the near future.

- e. Organizational Capacity

- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

Consideration with the Committee meetings, and the public engagement website: The Survey showed 5 people agreeing with the policy as presented, and the Quick Poll showed 3 people agreeing with the policy as presented. No further comments were made.

6. Implementation:

Once the policy is approved, the policy and procedure will need to be rolled out to all staff.

7. Attachments:

- a. Public Interest Disclosure Policy
- b. Public Interest Disclosure Procedure

Section:	Administration	
Title:	Public Interest Disclosure Policy	2.6

Purpose

To establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

Scope of Policy

This Policy applies to alleged wrongdoing related to the School District’s operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

Policy

Mission Public School District (“School District”) is committed to supporting ethical conduct, honesty, integrity, and accountability in its operations, programs, and services, and to promoting a culture of openness and transparency.

The School District seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating, and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.

The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation, or makes a complaint under this Policy.

Definitions

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

“**Advice**” means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;

“**Discloser**” means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

“**Discloser**” means an Employee or Trustee who makes a Disclosure;

“**Disclosure**” means a report of Wrongdoing made under this Policy;

“**Employee**” refers to a past and present employee of the School District;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

“**Investigation**” means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;

“**Personal Information**” has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“**Personnel**” means Employees and Trustees;

“**PIDA**” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“**Procedure**” means the School District’s Administrative Procedure associated with this Policy, as amended;

“**Reprisal**” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

“**Trustee**” means a past or present member of the School District’s Board of Education; and

“**Wrongdoing**” refers to:

- a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;

- b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- c) a serious misuse of public funds or public assets;
- d) gross or systematic mismanagement;
- e) knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

Privacy and Confidentiality

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

Reporting

Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

Responsibility

The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and the PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.

Date of Original Board Approval: November 2012 (Whistleblower Protection)

Date Amended: December 15, 2020 (Whistleblower Protection)

Date Amended: October 19, 2021 Approved in Principle

*Cross Reference: Public Interest Disclosure Procedure
Concerns and Complaints Policy
Respectful School and Workplaces District Code of Conduct
Employee Conflict of Interest Administrative Procedure
Disposal of Assets Administrative Procedure
Education Business Community Partnerships Administrative Procedure
Purchasing Administrative Procedure*

Section:	Administration	
Title:	Public Interest Disclosure Procedure	AP 2.6.1

Purpose

To provide a process for reporting and investigating the misconduct or wrongdoing of any employee or others performing work on behalf of the School District, in accordance with the School District's Public Interest Disclosure policy and the *Public Interest Disclosure Act*.

1. Definitions

Capitalized terms in this Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

- 1.1. **"Designated Officer"** means the Chair of the Board of Education, the Secretary-Treasurer, or the Superintendent.
- 1.2. **"Disclosure Form"** means the form attached to this Procedure as Appendix 1.
- 1.3. **"Ombudsperson"** means the Ombudsperson of British Columbia.
- 1.4. **"Policy"** means the School District's Public Interest Disclosure Policy.
- 1.5. **"Protection Official"** means:
 - a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
 - c. in any other case, a police force in British Columbia.
- 1.6. **"Referral"** refers to a referral of allegations of Wrongdoing received from the Ombudsperson or another government institution for Investigation by the School District in accordance with the PIDA.
- 1.7. **"Respondent"** means a person against whom allegations of Wrongdoing or a complaint of reprisal is made.
- 1.8. **"School"** means
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice-principal or director of instruction,
 - b. the teachers and other staff members associated with the unit, and

- c. the facilities associated with the unit,

and includes a Provincial resource program and a distributed learning school operated by a board.

1.9. “Supervisor” includes

- a. an Employee’s direct management supervisor,
- b. for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned, and
- c. for Trustees, the Board Chair or the Superintendent.

1.10. “Urgent Risk” arises when a member of Personnel reasonably believes that a matter constitutes an imminent risk of substantial and specific danger to the life, health, or safety of persons or to the environment.

2. Who May Make a Disclosure

2.1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Employee was employed or engaged by the School District.

2.2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Trustee was holding office.

2.3. Complaints or reports received from members of the public or from Employees or Trustees who were not engaged by the School District at the time that Wrongdoing occurred or is alleged to have occurred are outside the scope of the Policy and this Procedure.

3. How to Make a Disclosure

3.1. An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:

- a. that person’s Supervisor;
- b. the Superintendent;
- c. the Secretary-Treasurer;
- d. the Board Chair; or
- e. The Ombudsperson.

3.2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:

- a. a description of the Wrongdoing;
- b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
- c. the date or expected date of the Wrongdoing;
- d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
- e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.

3.3. A Disclosure may be submitted to the School District on an anonymous basis but must contain sufficient information to permit the School District to conduct a full and fair Investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit Investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or the PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

3.4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.

3.5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to Wrongdoing by that person, and any person who receives a Disclosure or Referral and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

4. How to Make a Disclosure About Urgent Risk

4.1. The PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of substantial and specific danger to the life, health or safety of persons or to the environment.

4.2. Before making a public disclosure of an Urgent Risk the Employee or Trustee must:

- a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police);
- b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure;

- c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
- d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under the PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege; and
- e. seek appropriate advice if the Employee is uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.

- 4.3. An employee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section III. above.
- 4.4. If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

5. Referral of Disclosure to Designated Officer

- 5.1. Each Supervisor or other Personnel who receives a Disclosure or Referral under this Policy must promptly refer the Disclosure or Referral, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
- a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure or Referral shall first be referred to the Superintendent, Secretary-Treasurer, or the Chair of the Board of Education who may delegate their duties under the Policy and this Procedure to any other Designated Officer,
 - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure or Referral should be referred to the Chair of the Board of Education who shall act as the Designated Officer,
 - c. if the allegations made in a Disclosure or Referral concern alleged Wrongdoing by both the Superintendent and the Secretary-Treasurer, then the Disclosure or Referral should be referred to the Chair of the Board of Education as the Designated Officer or any other Designated Officer,
 - d. If the allegations made in a Disclosure or Referral concern Wrongdoing by all of the Designated Officers listed in subparagraphs a., b., and c. above, then the Disclosure or Referral should be referred to the Ombudsperson.

6. Responsibilities of the Designated Officer

6.1. The Designated Officer is responsible to:

- a. Receive and respond to any Disclosure or Referral;
- b. Receive and respond to reports made by Personnel about Urgent Risks;
- c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
- d. Review allegations of Wrongdoing in a Disclosure or Referral and determine if they fall within the scope of the PIDA or the Policy;
- e. Refer disclosures or allegations falling outside the scope of the PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
- f. If a Disclosure relates to Wrongdoing at another government body that is subject to the PIDA, refer the Disclosure to that institution;
- g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
- h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;
- i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
- j. Manage communications with the Discloser and Respondent;
- k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8.7; and
- l. Ensure that, in accordance with section 9 of this Procedure, all Personal Information received by the School District related to the Disclosure, Referral, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and the PIDA.

7. Responsibilities of Employees

7.1. All Employees and Trustees are responsible to:

- a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
- b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and the PIDA;

- c. maintain the confidentiality of Personal Information received in connection with a Disclosure, Referral, request for Advice or Investigation in accordance with the Policy, this Procedure, and the PIDA;
- d. provide their reasonable cooperation with Investigations by the School District or the Ombudsperson;
- e. seek appropriate advice if an Employee is uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
- f. comply with the requirements of this Procedure and the PIDA concerning Urgent Risks.

8. Investigations

- 8.1. Every person involved in receiving, reviewing and investigating Disclosures, Referrals or complaints of Reprisals must carry out those functions in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under the PIDA.
- 8.2. The School District shall seek to complete all Investigations within 30 calendar days of receipt of a Disclosure or Referral or complaint of Reprisals, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
- 8.3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure or Referral to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
- 8.4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
- 8.5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or Referral or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
- 8.6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure or Referral does not provide adequate particulars of the Wrongdoing;
 - b. the Disclosure or Referral is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure or Referral under the Policy or the PIDA, or does not deal with Wrongdoing;
 - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure or Referral;
 - d. the Disclosure relates solely to a public policy decision;

- e. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
- f. the Investigation may compromise another Investigation; or
- g. the PIDA otherwise requires or permits the School District to suspend or stop the Investigation.

8.7. Subject to the School District's obligations under FIPPA and section 3.3. above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:

- a. notice of any finding of Wrongdoing;
- b. a summary of the reasons supporting any finding of Wrongdoing;
- c. any recommendations to address findings of Wrongdoing.

9. Rights of the Respondent

9.1. The respondent is to be advised:

- a. of the allegation and the Investigation process;
- b. that the matter will be treated expeditiously and confidentially;
- c. that the respondent must keep the complaint confidential and not discuss it with anyone other than their immediate family and their union representative, association representative, legal representative, or other representative; and
- d. that threats or reprisal against the complainant will not be tolerated.

9.2. The Respondent has the right to have a union member, association member, legal representative, or other representative assist them and provide support during the interviews, or during the meeting to review the findings of the Investigation.

9.3. While the complaint is being investigated, the respondent may be placed on administrative leave, either paid or unpaid, depending on the evidence presented with the complaint.

10. Privacy and Confidentiality

10.1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, Referral, or request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Procedures and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.

- 10.2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure, a request for Advice, a Referral, or a complaint of a Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 10.3. Any person who, in their capacity as an employee or trustee of the School District, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or the PIDA, except with the consent of the Discloser or as authorized or required by the PIDA or other applicable laws.
- 10.4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, a Referral, or complaint of a Reprisal or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

11. Reprisals

- 11.1. The School District will not tolerate Reprisals against Employees or Trustees.
- 11.2. Any member of Personnel who believes that they have been the subject of a Reprisal may make a complaint to:
- a. the Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA; or
 - b. to a Designated Officer, who shall investigate the complaint in accordance with the provisions of this Procedure.
- 11.3. Any member of Personnel who engages in any Reprisals shall be subject to disciplinary action up to and including dismissal.

Date of Original Superintendent Approval: **December 15, 2020**
(formerly Whistleblower Protection Procedure)

Date Amended: _____, 2021

*Cross Reference: Policy 2.6 Public Interest Disclosure Policy
Public Interest Disclosure Act*

ITEM 5.5 Action File No. 1020.20

TO: Committee of the Whole
FROM: C. Becker, Secretary-Treasurer
SUBJECT: Menstrual Products

Recommendation

THAT the draft Menstrual Products Policy be reviewed and revised as necessary considering any input from the public engagement process and forwarded to the December Board Meeting for consideration of approval.

1. Summary:

The attached policy regarding the provision of menstrual products meets the requirements of the School Act and provides direction for schools to regularly consult with students and consider feedback.

2. Background:

In April 2019, the province amended the school act to require school districts to establish, maintain, and make publicly available a policy and procedures for the provision of menstrual products to all students who require them. A policy template was provided by the BCSTA in October 2019.

The policy applies mostly to Mission Secondary, Riverside, Fraserview Learning Centre, Hatzic Middle, and Heritage Park Middle, with some applicability to elementary schools.

3. Options:

- a. Send the draft policy to the board meeting for approval as presented;
- b. Amend the policy and forward the amended policy for approval;
- c. Refer the policy back for additional public comments.
- d. Do not forward the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation

Ministerial Order M149/89 - Provision of Menstrual Products

- 7 (a) Each board must establish, maintain and make publicly available a policy and procedures for the provision of menstrual products to all students who may require them.
- (b) The policy and procedures must:
 - i. Ensure menstrual products are provided to students of all gender identities or expressions in a manner that protects student privacy;
 - ii. Provide barrier-free, easily accessible menstrual products at no cost to students;
 - iii. Provide for consistent availability and supply of menstrual products in school washrooms; and
 - iv. Incorporate student feedback with respect to the provision of menstrual products.
- e. Organizational Capacity

- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

Consideration with the Committee meetings, and the public engagement website: In the Survey (5) and Quick Poll (5), all respondents agreed with the policy as presented.

One question was received: Is this policy intended to place menstrual products in boys' washrooms too?

6. Implementation:

The board approved the provision of Menstrual products by resolution in 2019, and as such, the products are already available. The formal policy will be publicly shared on the school district's website. The policy will be shared with the schools, directing that they include consultation with students to ensure the provision of the products is meeting the needs of the students.

7. Attachments:

- a. Menstrual Products Policy

Section:	School Administration	
Title:	Menstrual Products	3.4

Purpose

To provide direction regarding the provision of Menstrual products in schools.

Policy

The Board of Education of School District No. 75 (Mission) is committed to providing menstrual products to students who may require them.

General Guidelines

1. Menstrual products are to be supplied and made consistently available at no costs to students:
 - 1.1. in all school washrooms;
 - 1.2. to students of all gender identities or expressions in a manner that protects student privacy and is non-stigmatizing; and
 - 1.3. barrier free and accessible.
2. Schools are to regularly consult with students and consider their feedback regarding the provision of menstrual products.

Date of Original Board Approval: October 19, 2021 Approved in Principle

Date Amended:

Legal Reference: Support Services for Schools Ministerial Order (M149/89)

Cross Reference:

ITEM 5.6 Action File No. 1020.20

TO: Committee of the Whole
FROM: C. Becker, Secretary-Treasurer
SUBJECT: Management Professional Development Policy

Recommendation

THAT the draft Management Professional Development Policy be reviewed and revised as necessary considering input from the public engagement process and forwarded to the December Board Meeting for consideration of approval.

1. Summary:

The draft Management Professional Development was reformatted from the former policy that was for both Trustees and Senior Management and was approved in principle. A revised policy regarding trustee professional development was presented in a separate report.

2. Background:

The previous policy regarding management professional development was combined with the policy for management employee professional development. While elements of the two policies are similar, each group has a different accountability structure.

Management is accountable to the Superintendent, and most terms of professional development are outlined within management employee employment contracts. The Superintendent directs the specific reporting and accountability requirements for employee professional development. This may need to be defined in administrative procedures, to align with the revised policies. Financial accountability occurs annually for employees with the annual statement of financial information that lists the remuneration and expenses for both groups – although employee reporting is only for employees earning more than \$75,000 a year. The policy has been separated into a trustee policy and a management policy.

3. Options:

- a. Send the draft policy to the board meeting for approval as presented;
- b. Amend the policy and forward the amended policy for approval;
- c. Refer the policy back for additional public comments.
- d. Do not forward the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
This policy aligns with being prepared for the future and having competent staff in all positions.
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
Leadership training for staff is not specifically identified within the Framework. However, professional development is future-oriented and will help lead the organization and advance the goals of the Framework.

c. Funding Guidelines, Costing, & Budget Impact

All professional development funding is included in department budgets, considering employment contracts. The policy does not require any additional funding. Information on the total amount spent on professional development will be included in the annual budget information package.

Currently, Principals and Vice-Principals receive \$1,000 per year, which is transferred to the MPVPA to coordinate/manage the professional development and training opportunities for this employee group. Unused funds are carried forward by the Association for future use.

The four senior management positions receive an annual allowance for professional development of \$6,000. Unused funds are forfeited.

The remaining exempt employee group receives an annual allowance of 1.5% of their annual salary. Unused funds are carried for up to three years, and if unused after three years, are forfeited. On June 30, 2021, \$26,662 was held as an accrued liability (\$26,915 in 2020).

d. Policy, Legislation, Regulation

e. Organizational Capacity

f. Risks

- i. Organizational
- ii. Reputational
- iii. Strategic

g. Benefits

- i. Organizational
- ii. Reputational
- iii. Strategic

5. Public Participation:

Consideration with the Committee meetings, and the public engagement website. In the quick poll, 3 people did not agree with the policy as presented. A comment was made: Same notes re: devices for board: I would think a policy like this would not list "options" for development, but some form of process for how to identify what needs work. Even a statement like "board will discuss and review professional development objectives annually before approving the budget required". This way, the funding is commensurate with the approved goals.

It also just reads like a policy that allows board members to buy a laptop or tablet and keep it after 3 years. I agree board members should be provided with the technology needed for the position, and that after 3-4 years, that technology will be obsolete, but this policy means board members get faster technology refresh rates than the students and I think that is fundamentally flawed. My comment here though is to ask: is there a policy for teacher prof. development guidelines? If not, there should be one. If so, where would the public review something like that? I'd like to see teachers find an easier path to more applicable and accessible prof. development - specifically when we have so many Pro-D days and as a result, so many good opportunities for teachers, administration, and the board to learn and grow.

6. Implementation:

The policy is currently in place, albeit combined with the Trustee Professional Development Policy. As such, little will be needed to implement the policy, as no changes are being proposed.

7. Attachments: Draft Management Professional Development Policy.

Section:	Personnel	
Title:	Management Professional Development	5.3

Purpose

To support professional development opportunities for management employees.

Policy

The Board values Lifelong Learning and expects all managers, including principals, vice-principals, and other exempt employees, to engage in learning opportunities that enhance their ability to serve the School District.

Management employees may participate in programs and activities, or acquire technology, which lead to professional growth, enhancement of skills and abilities, and increased overall competencies related to their current employment, future employment opportunities in the education sector, or a learning opportunity related to issues that are unique to Mission Public Schools.

Guidelines

1. The professional development must promote and support professional learning, growth, and development in the knowledge, skills, and attributes that lead to improved performance and practices related to their field of employment in the public education system or growth in the public education system, based on the educational needs of the employee and their growth plan.
2. An annual professional development budget will be allocated for each employee in accordance with their contract of employment.
3. Employees may use the funds for a broad range of professional development activities and/or the purchase of technological devices or equipment.
4. The use of the funds to purchase technology is subject to the following:
 - a. The device must comply with current district standards.
 - b. The device will be fully owned by the School District for three (3) years.
 - c. The device will be depreciated over three (3) years.
 - d. The device may be returned to the School District after the three (3) year ownership period or retained by the Employee for their future personal use.
 - e. If the Employee leaves the employ of the School District prior to the end of the three (3) year ownership period, the device must either be returned to the School District or purchased by the Employee at the cost of the un-depreciated value.
5. Funds made available for the senior management positions in accordance with their contracts of employment are to be used within the school year. Unused funds are generally forfeited if not used. With the approval of the Superintendent, funds may be carried forward for one year in special circumstances for a specific professional development opportunity.

6. Funds made available to Principals and Vice-Principals in accordance with their contracts of employment are to be provided to the Mission Principals and Vice-Principals Association in accordance with an agreement with the Association to manage the professional development funding for this employee group. Unused funds are carried forward to future years, as tracked by the Association. The Association is to provide an annual report to the School District summarizing the use of these funds.
7. Funds made available to all other excluded employees in accordance with their contracts of employment are to be used within three years. Unused funds may be carried forward for use within the three-year period. With the approval of the Secretary Treasurer, funds may be carried forward for one additional year in special circumstances for a specific professional development opportunity.

Date of Board Approval: October 19, 2021 Approved in Principle

Approved in Principle