

**GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE  
MEETING AGENDA**

**TUESDAY, OCTOBER 19, 2021**

**12:30 PM (PT) – 2:00 PM (PT)**

In person: School Board Office, 811 Stanley Street, Nelson BC

Via video conference: [Zoom](#) - Meeting ID: 684 5368 8313 – Password: 953306

**1. Call to Order**

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Insertions/Deletions to proposed Agenda**

**4. Adoption of Agenda**

**Proposed Resolution:**

**THAT** the agenda for this October 19, 2021 meeting, **BE ADOPTED**, as circulated.

**5. Receiving Presentations**

**6. Opportunity for Comments by the Public**

**7. Consent Package: Nil**

**8. Adoption of Minutes (p. 3)**

App. 8

**Proposed Resolution:**

**THAT** the minutes from the May 11, 2021 Governance & Policy Committee of the Whole meeting **BE ADOPTED**.

**9. Old Business**

A. Outstanding Items on Policy Priority List – Committee Chair Walsh

- Policy 530: Whistleblower Protection
- Policy 642: Procurement and Purchasing
- Board Referral – New Policy 100 Reconciliation
- Bylaw #1 – Review Pending

**10. New Business**

A. Terms of Reference and Annual/Priority Plan Review – Committee Chair Walsh (p. 6) App. 10A

**Proposed Resolution:**

**THAT** the Governance & Policy Committee of the Whole operate according to the 2020-2021 Terms of Reference;

**AND THAT** the consideration of the 2021-2022 Terms of Reference **BE DEFERRED**.

B. Section 900 Policy – Committee Chair Walsh (p. 8)

App. 10B

- Policy 910: Online Learning

**Proposed Resolution:**

**THAT** updated Policy 910 **BE RECOMMENDED** to the Board for approval.

C. Section 200 Policies – Committee Chair Walsh (p. 9) App. 10C

- Policy 210: Provision of Menstrual Products to Students
- Policy 220: Maintenance of Order
- Policy 230: Child Abuse and Neglect
- Policy 240: Anaphylaxis
- Policy 250: Tobacco and Electronic Smoking Devices
- Policy 251: Cannabis
- Policy 260: Scent Free Environment
- Policy 270: Memorials for Deceased Members of the School Community

**Proposed Resolution:**

**THAT** updated Policies 210, 220, 230, 240, 250, 251, 260 and 270 **BE RECOMMENDED** to the Board for approval.

D. Revised Policy 660: Provision of Child Care – Superintendent Smillie (p. 18) App. 10D

**Proposed Resolution:**

**THAT** the Field testing of updated Policy 660: Provision of Child Care **BE RECOMMENDED** to the Board.

E. Policy 581: Public Interest Disclosure Act – Superintendent Smillie(p. 22) App. 10E

**Proposed Resolution:**

**THAT** the Field testing of Policy 581: Public Interest Disclosure Act **BE RECOMMENDED** to the Board for approval.

**11. Policy Priority List/Annual Plan** (p. 33) App. 11

**12. Question Period**

**13. Meeting Schedule & Reminders** (p. 35) App. 13

The next meeting of the Committee will be scheduled for March 8, 2022.

**14. Adjournment of Meeting**

**GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE  
MEETING MINUTES**

**HELD ON TUESDAY, MAY 11, 2021**

In person at the School Board Office, 811 Stanley Street, Nelson, BC, and via video conference.

**BOARD:**

- L. Trenaman, Board Chair (*via video conference*)
- S. Nazaroff, Board Vice-Chair (*via video conference*)
- S. Walsh, G&P Committee Chair (*via video conference*)
- S. Chew (*via video conference*)
- D. Lang (*via video conference*)
- A. Gribbin (*via video conference*)

**DISTRICT STAFF:**

- C. Perkins, Superintendent
- M. McLellan, Secretary-Treasurer
- B. MacLean, Director of Operations
- N. Howald, Director of Information Technology
- C. Singh, Director of Human Resources
- S. Whale, Executive Assistant
- R. Krulitsky, Executive Assistant

**PARTNERS:**

- M. Bennett, CUPE (*via video conference*)
- A. Early, CUPE (*via video conference*)
- N. Nazaroff, DPAC (*via video conference*)
- E. DuPont, DPAC (*via video conference*)
- C. Wilson, KLTF (*via video conference*)
- J. Konken, KLPVPA (*via video conference*)

**REGRETS:**

- C. Beebe, Trustee
- B. Coons, Trustee

**1. Call to Order**

The meeting was called to order by Committee Chair Walsh at 12:32 PM.

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Insertions/Deletions to proposed Agenda**

**4. Adoption of Agenda**

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** the agenda for this May 11, 2021 meeting, **BE ADOPTED**, as circulated.

**5. Receiving Presentations: Nil**

**6. Opportunity for Comments by the Public:** Nil

**7. Consent Package:** Nil

**8. Adoption of Minutes**

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** the minutes from the March 9, 2021 Governance & Policy Committee of the Whole meeting **BE ADOPTED.**

**9. Old Business:** Nil

**10. New Business**

**A. Policy 410: School Choice and Catchment**

The Secretary-Treasurer introduced the proposed changes to Policy 410: School Choice and Catchment and noted that there were various regulations to consider from the Ministry of Education, the School Act, and Collective Agreements.

A discussion ensued regarding enrolment numbers, the possibility of exceeding maximum capacity and/or designating schools as ‘full’, potential impacts on the International Education program, and how best to accommodate every learner who wants to attend a SD8 school.

It was noted that the policy could be reviewed by legal before any further action and would be presented to the board again in June.

**B. Section 800 Policies**

- Policy 810: Use of Information and Communications Technology

The Director of IT introduced the policy and proposed changes. A discussion ensued regarding losses and/or damages to personal devices.

*The changes circulated in advance were accepted.*

- Policy 820: Freedom of Information and Protection of Privacy

*The changes circulated in advance were accepted.*

- Policy 830: Wireless Technology in Schools

*The changes circulated in advance were accepted.*

In addition, “in a communications rich environment” was deleted from the second sentence.

- Policy 831: Cell Phones & Personal Electronic Devices

*The changes circulated in advance were accepted.*

- Policy 840: Use of Video Surveillance

*The changes circulated in advance were accepted.*

- Policy 850: Cyber-misconduct

*The changes circulated in advance were accepted.*

In addition, “students” was changed to “anyone” in the last sentence.

- Policy 860: Social Networking-Media

*The changes circulated in advance were accepted.*

A discussion occurred regarding the need for an Administrative Procedure. It was decided that the Director of Information Technology and the Manager of Safe Schools would work together to develop this.

*The Director of Human Resources joined the meeting at 1:39 PM.*

**UPON** a motion duly made and seconded it was **RESOLVED**:

**THAT** updated Policies 810, 820, 830, 831, 840, 850, and 860 **BE RECOMMENDED** to the Board for approval.

C. Strategic Planning

The Superintendent provided an update regarding the Continuous Improvement Pilot Project with the Ministry of Education regarding Strategic Planning, FESL, and other data. The Trustees involved with the project reflected on their experiences so far.

**11. Policy Priority List/Annual Plan**

*Trustee Beebe joined the meeting via video conference at 1:51 PM.*

The Committee Chair noted that Policy 580 should be able to be reviewed by the Committee in Fall 2021 and asked for updates on Bylaw No. 1 and Policy 100. The Superintendent provided an update that Bylaw No. 1 is still in legal review and Policy 100 is being worked on by the District Principal of Aboriginal Education. A review of all policies through an anti-racist lens was requested.

**12. Question Period**

**13. Meeting Schedule & Reminders**

The next meeting of the Committee will be scheduled for September 2021.

**14. Adjournment of Meeting**

The meeting was adjourned at 1:56 PM.

**GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE**  
**2020-2021 TERMS OF REFERENCE**

Adopted: September 22, 2020

**I. PURPOSE**

The purpose of the Governance and Policy Committee of the Whole (the “**Committee**”) is to assist the Board in fulfilling its obligations by providing a focus on governing through policy.

**II. COMPOSITION AND OPERATIONS**

- A. The Committee shall be composed of all trustees of the Board, Directors, Superintendent and Secretary-Treasurer and two representatives from each of the KLTF, KLPVPA, CUPE Local 748 and the Kootenay Lake DPAC partners.
- B. The Committee will be chaired by a trustee elected at the first Committee meeting every second year following the inaugural meeting of the Board.
- C. The Committee quorum will consist of the Trustee Committee Chair and/or Committee Chair designate plus four Trustees, the Superintendent or designate, and one member from any two of the partner groups.
- D. Committee members are voting members of the Committee.
- E. The Committee will strive to make decisions by consensus; failing consensus, committee decisions will be made by a majority of votes cast.
- F. The Committee shall operate in a manner that is consistent with Board [Policy 121: Committee Structure](#) and Board [Policy 160: Policy Development](#).
- G. As scheduled by the Board the Committee will meet periodically during the school year. A schedule of meetings will be provided by the Board to the Committee following the adoption of the Board’s annual Board meeting schedule.
- (i) Additional meetings will be scheduled as necessary;
  - (ii) Special meetings may be held at the discretion of the Board Chair and the Committee Chair or upon the written request to the Board Chair and the Committee Chair from a majority of the Committee members.
  - (iii) Confidential matters such as: property, personnel, litigation or situations involving individual staff or students (i.e., appeals) will not be discussed by the Committee.
- H. The Committee will adopt an Annual Plan/Policy Priority List at the first committee meeting of the school year which includes:
- (i) Goals and objectives for the year
  - (ii) Strategies and structures to achieve goals
  - (iii) Communication strategies
  - (iv) Schedule of meeting dates
- I. The Annual plan/Policy Priority List will be submitted to the Board for approval.
- J. The Committee may create ad hoc sub-committees which will report to the Governance and Policy Committee of the Whole.

- K. The Governance and Policy Committee of the Whole Terms of Reference, Annual Plan/Policy Priority List and meeting minutes will be posted on the District website.

### **III. DUTIES AND RESPONSIBILITIES**

The Committee has the responsibility to:

- A. Facilitate the review annually, for Board approval, Board policies and bylaws under which the Board will operate, with the exception of Section 100 policies, which will be reviewed and updated by the Board of Trustees alone.
- B. Review and recommend Board policies to the Board. Specifically:
  - (i) Any person in the District may request development of a policy or revisions to any policy by submitting a [Policy Pro Forma](#) to the Board of Education;
  - (ii) Board approved Policy Pro Forms will be referred to the Committee for consideration;
  - (iii) Drafting of a policy and revisions will be the Superintendent's responsibility;
  - (iv) The Committee will determine whether further information or consultation is required; and.
  - (v) Once stakeholder comments have been taken into account, the policy will be finalized and recommended by the Committee to the Board for approval.
- C. Support the Board in the alignment of governance and policy.
- D. May review draft Administrative Procedures and provide input when requested by the Board.

### **IV. Accountability**

All meetings will be open to the public. The Committee shall report its discussions to the Board by maintaining minutes of its meetings.

All approved Governance and Policy Committee of the Whole meeting minutes and all Board policies and procedures will be posted to the District's website in a timely manner.

## **POLICY 910: Online Learning**

The Board is committed to providing quality Online Learning opportunities to students in School District No. 8 (Kootenay Lake). The Board believes that a well-developed Online Learning program is an essential part of a comprehensive educational system and is critical in meeting the learning needs of a wide variety of students.

The Board of Education commits to offering an Online Learning program that supports both fully registered students and students registered in neighbourhood schools who choose individual courses to augment their learning through Online Education. This program will serve school-aged and adult students both within district and beyond district borders. Further, the Board of Education commits to support continued course and program development within the Online Learning program so that students have the best possible Online Learning experience.



## **POLICY 210: Provision of Menstrual Products to Students**

The Board of Education of School District No. 8 (Kootenay Lake) believes that students in British Columbia should have access to healthy and effective learning environments. The school system is expected to promote gender equality and create an inclusive learning experience. Lack of access to menstrual products can negatively impact students' school attendance and their social-emotional well-being. Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality. The Board of Education of School District No. 8 (Kootenay Lake), in keeping with Ministry of Education Policy, will ensure that schools provide menstrual products to students of all gender identities and expressions using delivery methods that:

- Are free of charge;
- Protect privacy;
- Are barrier free, consistent in delivery, and easily accessible;
- Are non-stigmatizing;
- And that take into account the developmental levels of the student population.

## **POLICY 220: Maintenance of Order**

The Board of Education for School District No. 8 (Kootenay Lake) is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers and others in the school community. The School Act provides authority for a Principal, Vice -Principal or Director of Instruction, or a person authorized by the Board of Education, to direct a person to leave school property or school function or program in order to maintain order and to ensure a secure environment. It also enables such persons to call for assistance from law enforcement.

The Board of Education of SD#8 (Kootenay Lake) authorizes the following individuals to issue orders pursuant to Section 177 of the School Act:

- a. Superintendent of Schools or duly authorized designate; and
- b. Principal and Vice Principals

Orders under Section 177 of the School Act may be issued when the actions of an individual pose a risk to the safety of students, staff or others in the school community; or present significant and/or ongoing disruption to the operation of a school, a school function or an educational program.

Related Legislation: School Act [[\] RSBC 1996, Chapter 412, Part 8.1, Division 8, Section 166.46; Part 9, Division 6, Section 177\]](#)

Related Contract Article: Nil

Adopted: June 27, 2017

Amended: March 10, 2020

## POLICY 230: Child Abuse and Neglect

The Board of Education for School District 8 Kootenay Lake recognizes its obligation to ensure the safety and physical and emotional well-being of all students within its jurisdiction. Employees who have reason to believe that a child has been or is likely to be abused or neglected, or may need protection, are to promptly report the matter to a child protection social worker.

The purpose of this policy is to support a comprehensive, coordinated and collaborative approach for responding to child abuse and neglect by:

- providing child abuse prevention programs to students;
- providing school officials, employees and other persons working in schools with training in recognizing signs of child abuse and neglect;
- providing school officials, employees and other persons working in schools with direction and training on their legal obligation to report child abuse and neglect to a Child Welfare Worker under the Child, Family and Community Service Act, to the police where the child is in immediate danger, and to school officials;
- requiring school officials to investigate and report to the police allegations of child abuse involving current and former school district employees, volunteers or contract service providers;
- establishing a child abuse/neglect reporting and investigation protocol with other responsible agencies, to identify the roles and responsibilities of school officials and personnel from other agencies, in responding to allegations of child abuse or neglect; and
- providing assistance to victims of child abuse and neglect by counselling and referrals to other agencies, as appropriate.

Recognizing, reporting, investigating and dealing with abuse and neglect are addressed in a [Trilateral Protocol Agreement](#).

The Superintendent is responsible for the implementation of procedures for management of alleged sexual abuse by a student.

Related Legislation: Child, Family and Community Service Act [RSBC 1996, Chapter 46, Part 3, Division 1, Section 14]  
Related Contract Article: Nil  
Adopted: February 13, 2001  
Amended: October 9, 2018  
Amended: December 11, 2018  
Amended: March 10, 2020

## **POLICY 240: Anaphylaxis**

The Board of Education for School District No. 8 (Kootenay Lake) has the responsibility to be prepared to respond to medical emergencies such as anaphylaxis. The Board also recognizes the right of children and staff to attend school and to work in a safe environment. While it is impossible for the Board to ensure an allergen-free environment, the Board is committed to making schools as safe as possible for children and staff. As a result, the Board will take steps to alter the environment to accommodate children and staff who are susceptible to anaphylaxis in the school setting. Further, the School District's Administrative Procedure 240.1 Anaphylaxis shall set forth the procedures to meet these goals, including complying with the requirements of any applicable Ministerial Orders.

## **POLICY 250: Tobacco and Electronic Smoking Devices**

The Board of Education for School District 8 (Kootenay Lake) recognizes the health hazards of tobacco products and the use of smokeless tobacco products and electronic smoking devices. As an employer, the Board has a duty to ensure the safety of the workplace. As an educational authority, the Board has a responsibility to provide educational leadership and its employees have a responsibility to act as positive role models while in the workplace.

Therefore, to ensure a safe and healthy environment for students, employees and others, the Board will prohibit smoking, the use of smokeless tobacco products, electronic smoking devices (i.e. cigarettes, vapor cigarette, or personal vaporizers) in all District facilities, vehicles, on all District grounds and at all District sponsored events, in accordance with local by-law regulations.

The use of tobacco may be permitted for traditional ceremonial activities of recognized cultural groups with prior written approval from the Superintendent or designate.

## **POLICY 251: Cannabis**

This policy is for students, staff, and all adults on school grounds or property.

### **1. For Students (18 years and younger):**

- 1.1. The possession of cannabis and cannabis products in British Columbia is legally limited to adults 19 years or older.
- 1.2. A minor must not possess, consume, produce, supply, sell, purchase or attempt to purchase cannabis, nor market, advertise or promote cannabis.
- 1.3. In addition, minors cannot possess, make, supply, sell, purchase or attempt to purchase a cannabis accessory (equipment related to cannabis use, production, etc.).
- 1.4. A minor must not operate a vehicle, whether or not the vehicle is in motion, while there is cannabis in the vehicle.
- 1.5. If a student is found in possession of what is believed to be cannabis or a cannabis-infused product, the product will be confiscated. Further actions may also be taken against the student.

### **2. For Adults (19 years and older):**

- 2.1. Adults cannot consume cannabis in any form on any board property.
- 2.2. Adults cannot smoke or vape cannabis in or on public spaces such as skating rinks, sports fields, swimming pools, playgrounds or skate parks.
- 2.3. Adults cannot consume cannabis while operating a vehicle or consume cannabis while in a vehicle being operated by another person.
- 2.4. An adult must not operate a vehicle if the adult knows that another person is smoking or vaping cannabis in the vehicle.

### **3. Public property:**

- 3.1. Cannabis smoking or vaping is prohibited indoors in any public place, and in specified areas including workplaces and apartment common areas. These restrictions also apply within a six-metre distance of a doorway, window or air intake of those places. Employers are vicariously liable under the legislation for workplace contraventions.
- 3.2. Outdoor smoking or vaping is also prohibited in areas such as public skating rinks, sports fields, swimming pools, playgrounds or skate parks, public parks, outdoor areas established by local government for purposes of community recreation, health board property, bus stops, train stations, taxi stands, ferry docks, or similar places for passenger loading or unloading.
- 3.3. Cannabis consumption of any kind is also restricted for vehicles or boats for any persons while the vehicle or boat is in operation.
- 3.4. This applies to all adults and students participating in school activities in public areas. All persons attending school activities are considered to be "in school" while participating in school events.

#### 4. School Property:

##### 4.1. Consumption Prohibited:

Consumption of cannabis of any kind is prohibited on school property and on any sidewalk or boulevard that abuts school property, subject only to certain exceptions under the Cannabis Control Regulation (please see below).

##### 4.2. Medical Cannabis Exceptions: The Regulation provides for certain exceptions for consumption (but not smoking or vaping) of medical cannabis.

4.2.1. The exceptions for consumption apply only if a school employee or student has valid proof of authority to possess medical cannabis, and if the person's health care practitioner has directed daily consumption of cannabis at intervals that overlap with regular school hours or school activities or events.

4.2.2. In the case of a student who has valid proof of authority to possess medical cannabis, there are further requirements. The student, or student's parent or guardian, must have notified the school's principal, superintendent or education authority<sup>1</sup> of the student's authority to possess medical cannabis, and, the proof of authority to possess medical cannabis must be on file with the school principal, superintendent or education authority.

4.2.3. It must be noted that the school property related exceptions regarding medical cannabis use apply only to consumption of cannabis. Smoking or vaping on school property is not permissible as part of these exceptions. Further, it is important to recognize these exceptions and the Board of Education will seek legal advice to assist in making these determinations based on the specific facts in each case.

4.2.4. Finally, there is an exception for members of the public consuming cannabis on sidewalks or boulevards abutting school property if they have valid proof of authority to possess medical cannabis. This exception applies only to consumption. Smoking or vaping is not permitted in any circumstances on school property or on adjacent sidewalks or boulevards.

The Board of Education, Superintendent, and Principal shall take reasonable steps to prevent violation of the Cannabis Control and Licensing Act.

#### 5. Penalties

The penalties for violating the legislation are: for a first offence, a fine of up to \$5,000 or three months' imprisonment or both; and on a subsequent offence, a fine of up to \$10,000 or six months' imprisonment or both.

<sup>1</sup>The Cannabis Control and Licensing Act defines "education authority" as (a) a board of education or francophone education authority under the School Act, or (b) an authority under the Independent School Act"

## **POLICY 260: Scent Free Environment**

The Board of Education for School District No. 8 (Kootenay Lake) recognizes that health concerns may arise from exposure to some scented products. To assist with the right of employees and students to work in a safe and healthy environment, the Board requests that employees, students and visitors refrain from scented products if and when possible.

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: February 24, 2015  
Amended: March 10, 2020



## **POLICY 270: Memorials for Deceased Members of the School Community**

The purpose of this policy is to clarify the criteria and the approval for proposed memorials for students or staff.

The Board is committed to ensuring that potential impacts of memorials on staff, students and families affected by a death are fully considered, and to ensuring that staff make connections, as possible, to appropriate school and community resources.

Sometimes, in the immediate aftermath of a critical incident or death, memorials are proposed without full consideration of the potential implications for students, staff, families, and the community. This policy provides District parameters to guide decision-making regarding school-related memorials.

## **POLICY 660: Provision of Child Care**

The Board of Education promotes the use of Board property for the provision of childcare programs to advance a more holistic system of education and care for students that eases transitions for families and supports quality learning across the day.

1. When the Board decides to change the use of Board property that is being used for providing a child-care program, the Board will ensure that the Ministry of Education is provided with the required information.
2. The Board will maintain provincially funded child-care spaces provided it does not impede the Board's ability to deliver K-12 educational programs.
3. When the Board decides to change the use of Board property that is being used for providing a child care program, the Board will meaningfully engage with the communities and consider enrolment forecasts, class size and composition, community need or alternatives such as vacant or available spaces on all board properties, additional investment in modular units or renovations, adjustment of catchment areas, creating shared-space arrangements, working with the child care provider to find an alternative or other solutions based on community input.

## AP 660.1: Provision of Child Care

The District promotes the use of child care space in schools. Access to quality child care supports a child's well-being and belonging, exploration and creativity, language and literacy development, social responsibility, and honours diversity.

### 1. Purpose

The District will promote the use of Board property for the provision of child care programs between the hours of 7 a.m. and 6 p.m. on business days by either the District or third-party licensees. The use of Board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

### 2. Background

Bill 8, the [Education Statutes Amendment Act](#), came into force on March 5, 2020. This amendment of the [School Act](#) by the provincial government enacts new provisions related to child care facilities located on Board of Education property. [Ministerial Order M326](#), the [Child Care Order](#), further defines the role of Boards of Education with respect to the provision of child care programs.

### 3. Definitions

Board property in relation to a Board, means land or improvements.

Business day means a day other than Saturday or a holiday that are owned or leased by the Board, that are within the Board's school district, and that are, have been or are intended to be used for educational activities.

Child care is a general term that means supervision that is provided to a child under a program described in the Child Care Licensing Regulation and includes Group Child Care (under 36 months), Group Child Care (30 months to School Age) or Group Child Care (School Age).

Educational activities means the provision of educational programs, early learning programs and extracurricular school activities.

Licensee in relation to a child care program, means the person licensed under the [Community Care and Assisted Living Act](#) to provide the child care program.

Direct and indirect costs include utilities, maintenance and repair, a reasonable allowance for the cost of providing custodial services, a reasonable allowance for the time school district administrators and other staff spend on matters relating to the use of Board property by licensed child care providers, and any other incremental costs directly related to the provision of child care services on Board property.

#### 4. Procedures

- 4.1. The District will, from time to time on an ongoing basis, assess community need for child care programs on Board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, and existing child care operators. The process for engagement will be reviewed on an ongoing basis.
- 4.2. When the Board decides to change the use of Board property that is being used for providing a child care program, the district will ensure that the Ministry of Education is notified with the required information.
- 4.3. If child care programs are to be provided on Board property, the superintendent will evaluate, on an ongoing basis, whether those programs are best provided by the Board, licensees other than the Board, or a combination of both.
- 4.4. Child care programs will be operated for a fee no greater than the direct costs the District incurs in providing the child care program.
- 4.5. Fees for the use of Board property by licensees other than the District will not exceed the direct and indirect costs the District incurs in making Board property available for the child care program.
- 4.6. If child care programs are operated by a licensee other than the District, the District will require the licensee to agree to comply with this administrative procedure.
- 4.7. Children attending school age care operated by the District are considered students under the [School Act](#), and the records are considered student records. As with the operation of schools, school age care programs offered by a Board are operated on a secular, non-sectarian basis.
- 4.8. If the District decides to operate a child care program it must be operated in a manner that fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia [Declaration on the Rights of Indigenous Peoples Act](#):
  - 4.8.1. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and
  - 4.8.2. Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education; and
  - 4.8.3. Is inclusive and consistent with the principles of anti-racism and non-discrimination set out in the British Columbia [Human Rights Code](#).

- 4.9. Any contract with a licensee other than the District to provide a child care program on Board property must be in writing and subject to review no less than annually. The contract must contain:
  - 4.9.1. A description of the direct and indirect costs for which the licensee is responsible;
  - 4.9.2. An agreement by the licensee to comply with this administrative procedure and all other applicable policies;
  - 4.9.3. A provision describing how the agreement can be terminated by the Board or licensee;
  - 4.9.4. An allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
  - 4.9.5. A statement that the agreement can only be amended in writing, signed by the Board and the licensee;
  - 4.9.6. A requirement for the licensee to maintain appropriate standards of performance; and
  - 4.9.7. A requirement that the licensee must at all times maintain the required license to operate a child care facility.
  
- 4.10. If the District will consider renewing or initiating a lease for a child care program on Board property if:
  - 4.10.1. it is determined it is not appropriate for the District to become a licensee to provide child care.
  - 4.10.2. space and staffing capacity are available to offer before and after school child care.
  - 4.10.3. the licensee is able to meet the standards and criteria.
  
- 4.11. Prior to entering into or renewing a contract with a licensee other than the District to provide a child care program on Board property, the superintendent will evaluate:
  - 4.11.1. Whether it is preferable for the District to become a licensee and operate a child care program directly;
  - 4.11.2. The availability of District staff to provide before and after school care;
  - 4.11.3. Whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this administrative procedure and its contract with the Board, with specific regard to that performance in respect of providing an inclusive child care program and one that promotes Indigenous reconciliation in child care.
  - 4.11.4. The use of the [British Columbia Early Learning Framework](#) to guide and support learning experiences in child care settings.
  - 4.11.5. Commitment to shared principles, including reconciliation, inclusive education, and play as pedagogy.
  - 4.11.6. Expectations for shared professional development and reciprocal and effective communication including information sharing related to a child's educational and social needs.

## **POLICY 581: Public Interest Disclosure Act**

The Board of Education is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. 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 purpose of this Policy and related Procedures is 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.

The Board of Education is committed to supporting ethical conduct in its operations and 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.

## AP 581.1: Public Interest Disclosure Act Procedures

The District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees 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.

This Administrative Procedure applies to alleged wrongdoing related to operations or personnel. It does not displace other mechanisms for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, racism, occupational health and safety, or disputes over employment matters or under collective agreements.

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

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

The 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.

### 1. Definitions

- 1.1. “**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;
- 1.2. “**Designated Officer**” means the Superintendent and any other senior member of Personnel designated by the Superintendent from time to time, which includes, in accordance with section V. of this Procedure, the Secretary Treasurer, Director of Human Resources Services, and the Chair of the Board of Education;
- 1.3. “**Discloser**” means an Employee or Member of the Board of Education who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 1.4. “**Discloser**” means an Employee or Member of the Board of Education who makes a Disclosure;
- 1.5. “**Disclosure**” means a report of Wrongdoing;
- 1.6. “**Employee**” refers to a past and present employee of the District;
- 1.7. “**FIPPA**” means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

- 1.8. “**Investigation**” means an investigation undertaken by the District or by the Ombudsperson under the PIDA;
- 1.9. “**Ombudsperson**” means the Ombudsperson of British Columbia;
- 1.10. “**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;
- 1.11. “**Personnel**” means Employees and Members of the Board of Education;
- 1.12. “**PIDA**” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;
- 1.13. “**Procedure**” means the District’s Administrative Procedure associated with this Policy, as amended;
- 1.14. “**Protection Official**” means:
- 1.15. in respect of a health-related matter, the provincial health officer,
- 1.16. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
- 1.17. in any other case, a police force in British Columbia.
- 1.18. “**Referral**” refers to a referral of allegations of Wrongdoing received from the Ombudsperson or another government institution for investigation by the District in accordance with the PIDA;
- 1.19. “**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;
- 1.20. “**Respondent**” means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;
- 1.21. “**Supervisor**” includes:
- 1.21.1. an Employee’s direct management supervisor,



1.21.2. for School-based Employees, the Principal, or any Vice-Principal at the School where the Employee is assigned; and

1.21.3. for the Board of Education, the Board Chair, or the Superintendent;

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

1.23. “**Wrongdoing**” refers to:

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

1.23.2. 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;

1.23.3. a serious misuse of public funds or public assets;

1.23.4. gross or systematic mismanagement;

1.23.5. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

## 2. Procedures

2.1. Personnel who reasonably believe that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:

2.1.1 that person’s Supervisor;

2.1.2 the Superintendent;

2.1.3 a Designated Officer other than the Superintendent; or

2.1.4 The Ombudsperson.

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

2.2.1. a description of the Wrongdoing;

2.2.2. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;

2.2.3. the date or expected date of the Wrongdoing;

- 2.2.4. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
      - 2.2.5. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
  - 2.3. A Disclosure may be submitted to the District on an anonymous basis but must contain sufficient information to permit the District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the 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.
  - 2.4. 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.
  - 2.5. 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.
  - 2.6. The PIDA permits Employees to make public disclosures if the Employee 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 a substantial and specific danger to the life, health, or safety of persons or to the environment.
  - 2.7. Before making a public disclosure of an Urgent Risk Personnel must:
    - 2.7.1. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
    - 2.7.2. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
    - 2.7.3. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
    - 2.7.4. 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

- 2.7.5. 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.
  - 2.7.6. 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.
  - 2.7.7. 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.
- 2.8. 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:
- 2.8.1. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure or Referral shall first be referred to the Superintendent, who may delegate their duties to any other Designated Officer;
  - 2.8.2. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure or Referral should be referred to the Secretary-Treasurer who shall act as the Designated Officer;
  - 2.8.3. 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;
  - 2.8.4. If the allegations made in a Disclosure or Referral concern Wrongdoing by all of the Designated Officers, then the Disclosure or Referral should be referred to the Ombudsperson.
- 2.9. The Designated Officer is responsible to:
- 2.9.1. Receive and respond to any Disclosure or Referral;
  - 2.9.2. Receive and respond to reports made by Personnel about Urgent Risks;
  - 2.9.3. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
  - 2.9.4. Review allegations of Wrongdoing in a Disclosure or Referral and determine if they fall within the scope of the PIDA or the Policy;
  - 2.9.5. Refer disclosures or allegations falling outside the scope of the PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;

- 2.9.6. If a Disclosure relates to Wrongdoing at another government body that is subject to the PIDA, refer the Disclosure to that institution;
  - 2.9.7. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
  - 2.9.8. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section VIII. below;
  - 2.9.9. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
  - 2.9.10. Manage communications with the Discloser and Respondent;
  - 2.9.11. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section VIII. 8.; and
  - 2.9.12. Ensure that, in accordance with, all Personal Information received by the 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.
- 2.10 All Personnel are responsible to:
- 2.10.1 make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
  - 2.10.2 refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and the PIDA;
  - 2.10.3 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;
  - 2.10.4 provide their reasonable cooperation with investigations by the District or the Ombudsperson;
  - 2.10.5 seek appropriate advice if an Employee is uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
  - 2.10.6 comply with the requirements of this Procedure and the PIDA concerning Urgent Risks.
- 2.11 Every person involved in receiving, reviewing, and investigating Disclosures, Referrals or complaints of Reprisals must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under the PIDA.
- 2.12 The 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.
- 2.13 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.

- 2.14 All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
- 2.14.1 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.
  - 2.14.2 The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
    - 2.14.3 the Disclosure or Referral does not provide adequate particulars of the Wrongdoing;
    - 2.14.4 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;
    - 2.14.5 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;
    - 2.14.6 the Disclosure relates solely to a public policy decision;
    - 2.14.7 the allegations are already being or have been appropriately investigated by the Ombudsperson, the District or other appropriate authority;
    - 2.14.8 the Investigation may compromise another investigation; or
    - 2.14.9 the PIDA otherwise requires or permits the District to suspend or stop the Investigation.
  - 2.14.10 Subject to the District's obligations under FIPPA the Discloser and the Respondent(s) will be provided with a summary of the District's findings, including:
    - 2.14.11 notice of any finding of Wrongdoing,
    - 2.14.12 a summary of the reasons supporting any finding of Wrongdoing;
    - 2.14.13 any recommendations to address findings of Wrongdoing.
- 2.15 All Personal Information that the 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 District only as described in the Policy, the Procedures and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 2.15.1 Personal Information that is collected, used or shared by the 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.

- 2.15.2 Any person who, in their capacity as Personnel, 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.
- 2.15.3 The District shall ensure there are reasonable security measures in place to protect all Personal Information that the 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 Member of the Board of Educations internally on a need to know basis.
- 2.16 The District will not tolerate Reprisals against Personnel.
- 2.17 Any member of Personnel who believes that they have been the subject of a Reprisal may make a complaint to:
  - 2.17.1 the Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA; or
  - 2.17.2 to a Designated Officer, who shall investigate the complaint in accordance with the provisions of this Procedure.
  - 2.17.3 Any member of Personnel who engages in any Reprisals shall be subject to disciplinary action up to and including dismissal.
- 2.18 Each year, the Superintendent shall prepare 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.

# Policy Pro Forma

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For more information on policy development and revision, please see Policy 160: Policy Development.

Title of proposed policy (new policy) or title of existing policy (policy revision):

Purpose and rationale for the proposed new policy or the proposed policy revision:

Suggested wording:

Submitted by:

Name

Date

Please save and email your policy pro forma to [ruth.krulitsky@sd8.bc.ca](mailto:ruth.krulitsky@sd8.bc.ca) or print and mail to:  
School District 8 Kootenay Lake, 811 Stanley Street, Nelson, BC V1L 1N8

## **POLICY 642: Procurement and Purchasing**

The Board of Education of School District No. 8 (Kootenay Lake) has, as its overarching purchasing objective, to satisfy the operational needs of the School District while realizing overall best value for goods and services using best practice and professional judgement. The Board assigns to the Secretary-Treasurer responsibility for those judgements.

The Board values the District's purchasing function's contribution to educational and operational programs through:

- Application of specialized professional knowledge
- Development of district-wide experiential knowledge
- Utilization of public purchasing standards
- Efficiency of acquisition of goods and services
- Realization of best value in acquiring goods and services

The District's procurement activities must be conducted with integrity and the highest standard of ethical conduct. All individuals involved with the District's procurement activities must act in a manner that is consistent with the principles and objectives of this policy.

The Board believes the school district should participate with other public authorities in a cooperative way and take full advantage of shared opportunities and services, when appropriate.

The Board of Education of School District No. 8 (Kootenay Lake) will tender banking and audit requirements every three (3) years.



**GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE**  
**2021-2022 ANNUAL PLAN**

**Goals & Objectives**

1. Completion of two-year Policy update and complete legal review of all policies including:
  - a. Remaining sections 500-700;
  - b. Policy 100.
2. Governance training for all district partner leaders (G & P Committee and DPAC/PAC Presidents)

**Strategies & Structures to achieve Goals**

1. Governance Training and Leadership Development
2. Strategic Plan – guiding all decisions (preparation for next Strategic Plan)
3. Legal Review

**Communication Strategies**

4. Governance and Policy Committee Meetings
5. Media, website and other digital media
6. DPAC/PAC meetings
7. Staff Meetings
8. Meetings w/ community partners as needed

**1. Policy Priority List**

Policy No.	Policy Name	Status	Originating	Assignment
Policy 530	Whistleblower Protection	Review Spring 2022 (pending Attorney General)	Board	G&P Committee
Policy 100	Reconciliation	Review Pending. Assigned by Board in November 2019	Board Referral - New policy	G&P Committee
Bylaws	Bylaw #1	Review Pending	Board	Board
Section 900	Distributed Learning	To be completed October 2021	New policies	G&P Committee
Section 200	Health & Safety	To be completed October 2021	Board	G&P Committee
Section 300	Students	To be completed March 2022	Board	G&P Committee
Policy 540	Supervisory Conflict of Interest	Completed September 2019 – left from May 2019 Review	Board	G&P Committee
Policy 730	Pesticides	Completed September 2019 – left from June 2019 Review	Board	G&P Committee
Section 800	Information and Communications Technology	Completed September 2019 - Review	Board	G&P Committee
Bylaws	Bylaw #3, #4	Completed October 2019	Board	G&P Committee

Policy 840	Use of Video Surveillance	Completed October 2019	Board	G&P Committee
Policy 210	Provision of Menstrual Products to Students	Completed November 2019	Ministry - New Policy	G&P Committee
Policy 850	Cyber-misconduct (from Director Howald)	Completed November 2019	Board Referral – New Policy	G&P Committee
Policy 860	Social Networking-Media	Completed November 2019	Board Referral – New Policy	G&P Committee
Bylaws	Bylaw #2	Repealed	Board	Not Applicable
Policy 270	Memorials for Deceased Students or Staff	Completed December 2019	SafeSchools – New Policy	S. Rothermel (Manager Safe School)
Policy 660	Child Care Providers in Schools	Completed December 2019	New policy	M. McLellan
-	Annual Student Symposium	G&P Committee hosted in 2019/20 O&F Committee hosted in 2020/21		
Section 400	Instruction and School Organization	Completed June 2020	Board	G&P Committee
Section 500	Human Resources	Completed September 2020	Board	G&P Committee
Section 600	Finance and Business Operations	Completed November 2020	Board	G&P Committee
Section 700	Facility Operations and Transportation	Completed March 2021	Board	G&P Committee
Policy 580	Discrimination and Harassment	Completed March 2021	Board	G&P Committee
Section 800	Information & Communications Technology	Completed May 2021	Board	G&P Committee

## 2. Governance Topics

- a. Terms of Reference – Completed September 22, 2020
- b. Review Annual Plan – Completed September 22, 2020
- c. Emotional Skills for the Board Room: Know the Rules – Completed November 10, 2020
- d. The Ethical Imperative and the Environment, Social and Governance Imperative – Completed November 10, 2020
- e. Data Analysis – March 9, 2021
- f. Running Effective Meetings and dealing with reputation: Issue & Crisis – March 9, 2021
- g. Strategic Planning – May 11, 2021
- h. Establishing priorities and financial commitments – May 11, 2021

DATE	TIME	LOCATION	MEETINGS	COMMENT
September 21, 2021	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	
	3:00 pm – 4:30 pm	Board Office, Nelson	Operations and Finance	Audited Financials Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Audited Financials Approval
October 19, 2021	12:30 – 4:30 pm	Board Office, Nelson	Committees of the Whole	
October 26, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
November 23, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
December 7, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Winter Break (December 19 – January 3)</i>				
January 18, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
February 15, 2022	2:00 – 3:00 pm	Board Office, Nelson	Closed Board Meeting	<i>If needed</i>
	3:30 – 4:30 pm	Board Office, Nelson	O&F Committee Meeting	Amended Budget Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Amended Budget Approval
March 8, 2022	1:00 – 2:00 pm	Mt. Sentinel, Slocan	Closed Board Meeting	<i>If needed</i>
	2:00 – 4:30 pm	Mt. Sentinel, Slocan	Edu. and G&P Committees	
	5:00 – 7:00 pm	Mt. Sentinel, Slocan	Open Board Meeting	
<i>Spring Break (March 12 – 27)</i>				
April 26, 2022	1:30 – 3:00 pm	Crawford Bay School	Closed Board Meeting	
	3:30 – 4:30 pm	Crawford Bay School	O&F Committee Meeting	Preliminary Draft Budget Review
	5:00 – 7:00 pm	Crawford Bay School	Open Board Meeting	
May 17, 2022	12:30 – 5:00 pm	Board Office, Nelson	Committees of the Whole	O&F – Supt’s Recommended Budget
May 24, 2022	3:30 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	2022-2023 Budget Approval
June 21, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 pm – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Summer Break</i>				