

**NEW BUSINESS**  
**Reporting to Public Session, Tuesday, October 26, 2021**

**1. Policy Update – Administrative Changes**

An administrative review was conducted of all policies to identify housekeeping changes to modernize the board policy manual. The intent of the changes is to address obvious errors (wrong positions, incorrect legal references, etc.) and to remove gender references that may exist. There is no intent to change the application of the policy as approved – the changes are seen as administrative in nature.

**Recommendation:**

THAT the Board of Education approve, without Notice of Motion policy circulation, the administrative changes contained herein.

# Board Report

Date: October 26, 2021  
To: Board of Education – Regular Meeting  
From: Russell Horswill, Secretary Treasurer  
Subject: Policy Update – Administrative Changes

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## **Background:**

The Board of Education listed “Governance” as a key issue in their Annual Workplan discussions for the 2021/22 school year. An administrative review was conducted of all policies to identify housekeeping changes to modernize the board policy manual. Attached to this Board Report is a summary of recommended administrative changes.

The intent of the listed changes is to address obvious errors (wrong positions, incorrect legal references, etc.) and to remove gender references that may exist. There is no intent to change the application of the policy as approved – the changes are seen as administrative in nature.

## **Recommendation:**

THAT the Board of Education approve, without Notice of Motion policy circulation, the administrative changes contained herein.



Revisions to Policies -  
September 2021.pdf

Policy #	Policy Name	Location in Document	Old Terminology	New Terminology
1.10	District Policy and Policy Development	3rd paragraph	Administrative Regulations	just 'Regulations'? This is a consistency with many of our policies
		Cross references	School Act 103 (2) (a)	Repealed - School Act 85 (2) (a)
1.20.00	Appeal of Decisions Bylaw	Preamble	his/her	their
			parents	parent(s)/guardian(s)
		Bylaw	parents	parent(s)/guardian(s)
		Objectives - 1	parents	parent(s)/guardian(s)
		Admin Procedures - 1	parent	parent/guardian
		Admin Procedures - 4	he/she	they
2.05.00	Community Relations and Public Information	Objective - 5	parents	parents/guardians
		Objectives - 7	parent	parent/guardian
		Objectives - 12	parents'	parents'/guardians'
2.10.00	Parent / School Committees	Title of Policy	Parent / School Committees	change to Parent/Guardian / School Committees
		Preamble, 1st paragraph	Parents	Parents/Guardians
		Preamble, 2nd paragraph	parents	parents/guardians
		Policy	parent	parents/guardians
		Objectives - 2	parents	parents/guardians
2.10.01		Admin Regulations - 1	parents (2 references)	parents/guardians
		Statutory	S.A. 121(1)(a), (i)	121 If the net taxable values of land and improvements are adjusted, or a supplementary assessment roll is prepared under the Assessment Act in respect of which section 228 (5) [taxation of Crown land used by others] of the Community Charter applies, amounts to be raised by taxation in each school district may be adjusted in the current taxation year or a subsequent taxation year in the manner directed by the minister of revenue.  Add School Act 8 / 8.4 / 8.5
2.11	School Planning Councils			Recommended that this policy be deleted - the School Act section was Repealed
2.15.00	Volunteers in District Schools	Preamble, Policy, Objectives - 1	parent or parents	parent/guardian or parents/guardians
2.15.01		Policy	parents	parents/guardians
		Admin Procedures - 6 last paragraph	he/she is	they are
		Admin Procedures - 17	parent telephone callback program	parent/guardian telephone callback program
2.20.01	Community Use of Schools: Serving and Consumption of Alcoholic Beverages	Admin Regulations - B 1	parent groups	parent/guardian groups
		Admin Regulations - D 1	B.C. Government Liquor Act	BC Liquor Control and Licensing Act
		Statutory		Add BC Liquor Control and Licencing Act Add Fire Services Act
2.25.00	District Parent Advisory Council	Objective	parents	parents/guardians
2.25.01		Admin Regulations - 1b	parents	parents/guardians
		Admin Regulations - Geographic Regions - Kingsway South Zone	Burnaby South Secondary	Burnaby South Secondary/BCSD
			Byrne Creek Secondary Community	add 'Provincial Resource Programs' to end of the Byrne Creek list

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		Statutory	S.A. 85 (2)(b)	85 (1)For the purposes of carrying out its powers, functions and duties under this Act, a board has the power and capacity of a natural person of full capacity. (2)Without limiting subsection (1), a board may, subject to this Act and the regulations, do all or any of the following: (b)subject to the orders of the minister, approve educational resource materials and other supplies and services for use by students  School Act 8 / 8.4 / 8.5
2.30	Home Education	Regulations - 1 and 3 a)	parent	parent or guardian
		Regulations - 1	his/her	their
		Regulations - 3 b i)	his/her	their
		Regulations - 4	Learning Student Services	Learning Support Services
		Cross References	School Act 94 (4)	Actions against board 94 (1)No action for damages lies or may be instituted against a trustee, an officer or an employee of a board for anything said or done or omitted to be said or done by him or her in the performance or intended performance of his or her duty or the exercise of his or her power or for any alleged neglect or default in the performance or intended performance of the duty or the exercise of the power. (4)Subsections (1), (1.1) and (3) do not absolve a board from vicarious liability arising out of a tort committed by a trustee, officer, or employee of the board, a student or a volunteer for which the board would have been liable had subsections (1), (1.1) and (3) not been in force.  Delete Reference to 94(4)
2.40	Event Protocols	Admin Regulations - 1 and 4	Manager of Communications	Managing Director, Communication & Community Engagement
3.00	Financial Management	Finance Committee 5.2	Assistant Secretary-Treasurer	Deputy Secretary-Treasurer
		Statutory	(blank)	Add: School Act 110 - 113, 114 - 117, 155 - 166
3.05.01	Transportation of Students	Admin Regulations - 5.a.iv.	himself/herself	themselves
		Admin Regulations - 5.b.ii and iii	parents	parents/guardians
		Cross reference	School Act 102	Authority to provide housing 102 A board may provide housing accommodation for its employees only if the minister grants prior approval.  School Act 85(2)
		Statutory		Add Motor Vehicle Act BC
3.10	Funds Collected by Schools	first paragraph	parents	parents/guardians
		second paragraph	School Parent Advisory (PAC)	Parent Advisory Council ("PAC") groups
3.15.00	Commercialism in Schools	Policy	parents	parents/guardians
3.15.01	Commercialism in Schools	Policy	parents	parents/guardians
		Admin Regulations - 1 - line 4	parents	parents or guardians
3.16.01	Fundraising Activities in Schools	last sentence	Director of Community Services	Managing Director of Community Education
3.17.01	Charitable Donations	Admin Procedures - 2	Purchasing Manager's	Manager, Financial Services
3.25.01	Emergency Ambulance Procedures	Admin Procedures - 4	Manager - Communications & Community Relations	Deputy Secretary-Treasurer
		Statutory	I.H.S. Reg. 1.62	Change to OHS Regulation Section 3

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3.30.01	Traffic and Pedestrian Safety for Students	Admin Procedures - Adult Crossing Guards - 1	Board's Traffic and Safety Committee	Board's Committee of the Whole
		Admin Procedures - Adult Crossing Guards - 3	District Traffic and Safety Committee	Board's Committee of the Whole
		Statutory	S.A. 103 (2)(a)	repealed  School Act 85 (2) €
		Administrative Procedures	Student Patrols - Patrols on intersections adjacent to schools will be established in accordance with the Burnaby Municipal Council's policy on school patrol warrants adopted 1981-11-30	I cannot locate this policy (our school based policy was written in 1982) When I look for polocios on the City of Burnaby site, it appears to have been replaced with the Official Community Plan (OCP) that was developed in 1998, though I don't see mention of student patrols anywhere. When I search student patrols on the City of Burnaby website, only historical items such as photos show up.  Propose to delete "Student Patrols" seciton - leave the Adult Crossing Guard section. Change "Board's Traffice and Safety Committee" to "the Secretary Treasurer" (#1 & #3)
3.35	Emergency Preparedness	Policy	parents	parents/guardians
		Objectives - 3	parents	parents/guardians
3.35.01		first paragraph (policy)	parents	parents/guardians
		Roles and Responsibilities - District Administration - 6	Burnaby Earthquake Emergency Plan (BEEP)	Burnaby School District Earthquake Emergency Plan (we still like BEEP for short)
		Roles and Responsibilities - Principals/Designates and Site Managers - 7	parents	parents/guardians
		Emergency Response - 1, 2, 3, 4, 5	last sentence in each section - "parents"	parents/guardians
3.50.01	Liability for Damage to Automobiles in School Automotive Shops	Admin Regulations - 6	his/her	their
3.65	School Fees and Deposits	2nd page - 4	Parents	Parents/guardians
		Admin Regulations - 4	School Parent Council (SPC)	PAC
		Admin Regulations - A 1	Parent Advisory Council (PAC) and the SPC	remove SPC
			School Planning Council	PAC
		Admin Regulations - A 2	SPC	PAC
		Heading	Section 82... School Board Fees Order,...	Delete Section 82... Fees and Deposits Order,...
		Cross References:	School Act; School Board Fees Order	Statutory: School Act 82 Ministerial Order 236/07
3.80	Purchasing Goods and Services	Admin Regulations - 5 B	Senior Buyer, Purchasing Services	Leave B as is - C to Deputy Secretary-Treasurer
		Admin Regulations - 5 C	Manager, Purchasing Services	Manager, Financial Services
		Admin Regulations - 6	Manager of Purchasing Services	Manager, Financial Services
		Admin Regulations - 9	Purchasing Services	Financial Services
		Statutory		Add FOIPPA Policy #4.00 and #5.15
		Administrative Regulations #4		Add to Statutory: School Act 141 (1)
		Administrative Regulations #3	Code of purchasing ethincs by the PMAC	
		Administrative Regulations #6	identified in procedure 7	identified in Admsinitative Regulation 7

Policy #	Policy Name	Location in Document	Old Terminology	New Terminology
4.00	Collection, Management, Security of and Access to Information Records	Preamble	<p>i. A right of access to records held by the Board;</p> <p>ii. A right to personal information about themselves by employees, including the right to request a correction;</p> <p>iii. Specifying limited exceptions to the right of access;</p> <p>I. Preventing unauthorized collection, use and disclosure of personal information.</p>	<p>Accurate working and layout:</p> <p>(a)giving the public a right of access to records,</p> <p>(b)giving individuals a right of access to, and a right to request correction of, personal information about themselves,</p> <p>(c)specifying limited exceptions to the rights of access,</p> <p>(d)preventing the unauthorized collection, use or disclosure of personal information by public bodies, and</p> <p>(e)providing for an independent review of decisions made under this Act.</p>
		Statutory		add: FOIPPA
4.00.01		3	Assistant Secretary-Treasurer	Deputy Secretary-Treasurer
4.00.03	Collection, Management, Security of and Access to Information Records	2	his	their
4.00.04		1	FIPPA Policy and procedures Manual, Volume 2, Appendix 6	FIPPA
4.05.00 / 4.05.AP	Workplace Bullying and Harassment Prevention	Statutory	S.A. 103	Delete - Repealed
		Statutory	WCB 115, 116	WCB 115, 116
4.05.AP		3a	District Bullying and Harassment Report Form	District Workplace Bullying and Harassment Report form
4.05.AP		4a	Workers' report of Injury (Form 6a)	Application for Compensation and Report of Injury or occupational Disease (form 6)
4.15	Healthy and Safe Environment	Statutory	I.H.S. Reg 4.02 (5)	remove - I.H.S. no longer valid Replace with: WCA - Part 2 Division 4, OHS Regulation 2.1
		Other	Policies 3.25.00, 3.35.00, 4.20.00	Move to Cross Reference and add 4.05, 4.17 & 5.10
4.15.01		Administrative Procedures 1	Burnaby Association of School Administrators	Burnaby Principals' and Vice-principals' Association
4.20	Workers' Compensation	Statutory		add Workers Compensation Act
4.20.01	Workers' Compensation	Admin Regulations - 1	his/her	their
		2a, b, c	Personnel Department	Human Resources
		2 c, d Item 3	he/she, his/her	they, their
		Provisions - 1	he/she was	they were
4.40.00	Maternity/Parenthood Leave	Title/Policy	Maternity/Parenthood Leave	Maternity / Parental / Adoption / Parenthood leave
		Preamble	The Board recognizes that some staff may desire a leave of absence for the purpose of proper prenatal and postnatal care in the rearing of infants and newly-adopted children.	The Board recognizes that some staff may desire a leave of absence for the purpose of prenatal and postnatal care of a newborn child or postnatal care of a newly adopted child.
		Objective	To reasonably facilitate the absence of staff wishing to be absent from work for the purpose of providing prenatal and postnatal care in the rearing of infants and newly adopted children.	To reasonably facilitate a leave of absence from work for the purpose of providing prenatal and postnatal care of a newborn child or postnatal care of a newly adopted child.

Policy #	Policy Name	Location in Document	Old Terminology	New Terminology
		Administrative Procedures	Maternity/Parenthood Leave	Maternity / Parental / Adoption / Parenthood leave
		1	Maternity/Parenthood Leave	Maternity / Parental / Adoption / Parenthood leave
		2	Maternity/Parenthood Leave	Maternity / Parental / Adoption / Parenthood leave
		5	Maternity/Parenthood Leave	Maternity / Parental / Adoption / Parenthood leave
		6	his/her	their
4.46	Conflict of Interest	1.0 Definitions	Brother, sister, son or daughter	sibling, child
		2.1	Personnel, he/she has	Human Resources, they have
		2.3	Director - Personnel	Director - Human Resources
		2.4	his/her, Director of Personnel	their, Director of Human Resources
		3.2	he/she has	they have
5.00	Promoting Student Health	Objective 2	smoke-free environment	smoke and vape free environment
5.05.01	Admission and Placement of Students into the Burnaby School System	3.3	his/her	their
5.09	Weapons	Statutory	S.A. sec 103; 191	Delete Section 103 - repealed Delete Section 191 is not on the Schol Act, it ends with 178 Add Section 74.01 (1)
5.10	Violence, Treat and Intimidation	Statutory	S.A. sec 103; 191 OHS. 4: 27-431	Delete Section 103 - repealed Delete Section 191 is not on the Schol Act, it ends with 178 Should read - WCA OHS 4.27 - 4.31 Add Section 15 (5)
5.11	Administration of Medication at School	Statutory	S.A. 88(2) (c)	Delete current reference to School Act Ministerial Order M234/09 Board Policy #5.13
			97(1)	Delete reference to School Act
5.12	Treatment of Headlice in Schools	1a, d, 2, 2d	parent	parent/guardian
		Cross references	SA 97(1)	Delete reference to School Act
		Cross references	SA 99 (5) (6)	Delete Reference to School Act. The Act reads: "Grants of Crown Land" and has a 1, 2 and 3rd piece, not a 5 or 6.
5.13	Anaphylaxis	2	his/her	their Ministerial Order M234/09
5.15	Student and Other School Records Access, Storage and Transfer	D2	Parental Consent Form	Parent/Guardian Consent Form
		D4	district-issued blackberry phones	district-issued phones
		B15	Parent consent forms	Parent/Guardian Consent Forms
		From the School Act:	97.(1)	Delete reference to School Act Ministerial Order M298/97 Ministerial Order M200/11
		Student Records - Permanent Student Record	97(3)	Delete School Act reference
			168(2)	Delete School Act reference
5.2	Reporting Suspected Cases of Child Abuse or Neglect	A, Responsibilities of Superintendent, 2	parent(s)	parent(s)/guardian(s)
		A, Responsibilities of Superintendent, 4	Associate Superintendent, Manager of Youth Services	Remove - Assistant Superintendent (already listed), District Vice-Principal, Safe & Caring Schools
		B, Responsibilities of the School District Employee, 2	parent(s)	parent(s)/guardian(s)
		Objectives	refer to The B.C. Handbook for Action on Child Abuse and Neglect for Service Providers (2002)	refer to The B.C. Handbook for Action on Child Abuse and Neglect (June 2017)

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		Responsibilities of Superintendent or Schools or Designate, 4	Associate Superintendent Manager of Youth Services	remove Associate Superintendent - already notes Superintendent and Assistant Superintendent District Principal - Safe & Caring Schools
5.25.00	Personal Costs to Students	Preamble, Policy	parents	parent(s)/guardian(s)
5.25.01	Personal Costs to Students	Policy , Admin Procedures	parents	parent(s)/guardian(s)
5.31.01	Substance Abuse	Regulations 1, 2	his/her, himself/herself	their, themselves
		Duties 1, 2	himself/herself, his/her	themselves, their
		Procedures for Staff 1, 2, 3	his/her, himself, herself	their, themselves
		Procedures for Admin 1, 4, 5	his/her, parents, himself/herself	their, parents(s)/guardian(s), themselves
5.32	Research in Schools	6.3	parents	parents/guardians
		Guidelines for Conducting Research Studeies in Burnaby Schools 8	parents	parents/guardians
5.45	Sexual Orientation and Gender Identity	Parent Programs, a	parent, parental	parent/guardian, parental/guardian
6.05	School Calendar & Hours of Instruction	Statutory	SA 96	Delete School Act reference
			189 (1) (b)	Delete School Act reference
			S.R. 8	Delete School Act reference
6.1	Assessment of Students as Individuals	Statutory	S.A. 103(2)(j)	Delete School Act reference Add Ministerial Order M281/04
6.15	Assessment of Students as members of a Group	Statutory	S.A. 103(2)(j)	Delete School Act reference Add Ministerial Order M281/04
6.2	Reporting to Parents	Statutory	M.O. 8/89	Delete Ministerial Order Reference Add Ministerial Order M230/19
			M.O. 11/89	Delete Ministerial Order Reference Add Ministerial Order M304/20
6.3	Grouping of Students for Regular and Special Programs	Preamble	Aboriginal	Indigenous Add Ministerial Order M235/07
6.31	Alternative Delivery - Health and Career Education Curricula	Regulations 3	his/her	their
6.35	Program and School Consolidation	Statutory	S.A. 92	Delete School Act reference
6.55	Selection of Learning Resources	Statutory	Reg. 141	Delete School Act reference
6.55.01	Selection of Learning Resources	2d	both sexes	all genders
6.55.01		Statutory	S.A. 103 (2) (b)	Delete School Act reference
		Statutory	M.O. 6/89	Delete Mininsterial Order reference
		1a	Ministerial regulation must be observed: that "no course may replace a prescribed course of studies and no text may replace a prescribed textbook"	Delete Mininsterial Order reference
		Challenged Material, 3, b	Request for Review of Appropriateness of Learning Resources Form	Delete reference to form
6.60.01	Field Experiences	5.2, 5.3, 5.4	...both male and female supervisors must accompany groups on overnight trips involving both male and female students.	Gender appropriate supervisors must accompany groups of students on overnight trips.
		B 13	his/her	their



Policy #	Policy Name	Location in Document	Old Terminology	New Terminology
		B. Administrative Procedures 9	As prescribed in the School Act (Regulation 91 (e)): "the principal is responsible for... the general conduct of pupils , both on school premises and during extra curricular activities off the school premises but organized or sponsored by the school... "	SA 91: <i>Examinations and Reports by School Medical Officer</i> There is not a section 91 in the School Act, School Regulations document There is not a section € Add School Act 20
		B. Administrative Procedures 10	As prescribed in the School Act (Regulation 83 (b)): "each teacher shall... provide such assistance as is necessary for the supervision of pupils on school premises and at school functions, whenever and wherever held... "	SA 83: <i>Financial Assistance</i> 1 - A board may (b) subject to the orders of the minister, assist in paying the cost of transportation, board, lodging or tuition fees of a person attending an educational institution outside of British Columbia. Not the same information There is not a section 83 in the School Act, School Regulations document Add School Act 17
6.65	Physical and Health Education and Related Programs	Admin Regulations 5	both boys and girls	all genders
7.05.01	School Keys and Building Security	Admin Procedures 1, 2	Manager of Facility Services	Director of Facilities
		Statutory	S.A. 93 1	There is no '1' SA 93: <i>Interpretation</i> In this division, a reference to a trustee, officer or employee includes a former trustee, officer or employee.
			103 (2)(c)(iv)A	Repealed
7.10.01	Smoke & Vape Free Environment	Regulations 1, 2, 3	parents	parents/guardians
7.15.00	Utilization of Space and Facilities	Objectives 7	Buildings and Grounds Committee	Committee of the Whole
7.15.01	Utilization of Space and Facilities	2	Buildings and Grounds Committee	Committee of the Whole
		Statutory	S.A. 93	Delete School Action 93: <i>Interpretation</i> In this division, a reference to a trustee, officer or employee includes a former trustee, officer or employee.  Add School Act 74
		Statutory	S.A. 103 (2)(c)(iv)(a)	Delete School Act reference
7.15.AP	Provision of Menstrual Products	Cross Reference	Policy #4.45	Delete Policy \$4.45 reference
7.20	Snow Removal	2	parents	parents/guardians
7.25.00	Parking on School Side of Streets	Preamble, Policy	forenoon, parents	morning, parents/guardians
7.25.01	Parking on School Side of Streets	Policy, Admin Regulation	parents	parents/guardians
7.30	Maintenance of order	Objectives	parents	parents/guardians
7.35	Bylaw No. 3	Statutory	S.A. 103 (s)(C)(iv)(a)	Delete School Act Reference
			S.A. 93 (1)	Delete School Act Reference Add School Act 74
			S.A. 191	Delete School Act Reference
7.40.00	Fire Prevention	Policy	Manager of Facility Services, his	Director of Facilities, their
		Statutory	S.A. 103 (s)(C)(iv)(a)	Delete School Act Reference
7.40.01	Fire Prevention	Policy	Manager of Facility Services, his	Director of Facilities, their

Policy #	Policy Name	Location in Document	Old Terminology	New Terminology
		Admin Regulations 2, 3	he has, his	they have, their
7.55.01	Disposal of Real Property and Improvements	Admin Procedures, 3	Buildings and Grounds Committee of the Board	Committee of the Whole
		Other	Ministerial Order M16/03	Delete Ministerial Order M16/03 reference Add Ministerial Order M193/08 (Repeal M233/07)
		Statutory	School Act 100(2)	Delete School Act reference
7.80.00	Surveillance	Objectives 6	parents	poarents/guardians
7.80.01	Surveillance	Admin Regulations 1, 3, 14	Buildings & Grounds Committee	Committee of the Whole
		Admin Regulations 9	parent	parent/guardian
7.90.01	District Technologies & Information Systems	Definitions	parent	parent/guardian
		Student Acceptable Use	parents	parents/guardians
		Roles & Responsibilities of Parents	parents	parents/guardians
		*Form: DTIS Acceptable Use Agreement for Students and Parents	parents	parents/guardians