

COMMITTEE OF THE WHOLE

4:00 pm, Wednesday, November 12, 2025
School Board Office

A G E N D A

LAND ACKNOWLEDGEMENT: Trustee G. Conti

1. APPROVAL OF AGENDA

- 1.a) **MOTION:** “THAT the Committee of the Whole Meeting Agenda of November 12, 2025, be adopted as circulated.”

2. STANDING COMMITTEES

- 2.a) Finance and Facilities
- 2.a.i) Pay Transparency Act Reporting
- Appendix A – 2024/2025 Pay Transparency Report
- 2.b) Education and Strategic Planning
- 2.b.i) N/A
- 2.c) Audit
- 2.c.i) N/A
- 2.d) Policy Development
- 2.d.i) Review and Revisions of Policies
- Appendix A - Policy 5 – Role of the Board Chair
 - Appendix B - Policy 6 – Role of the Vice-Chair
 - Appendix C - Policy 9 – Board Representatives
 - Appendix D - Policy 17 – Accumulated Operating Surplus...
 - Appendix E - Policy 19 – Public Interest Disclosure

3. COMMITTEE REPORTS

- 3.a) Board Development Ad Hoc Committee

4. OTHER INFORMATION

- 4.a) Administrative Procedure 403 – Public Interest Disclosures by Employees
Additional Resource – [Reporting Webpage](#)

ADJOURNMENT

SH/attachment

MEMORANDUM



Date: November 12, 2025
To: Committee of the Whole
From: Steve Hopkins, Secretary-Treasurer
Re: Pay Transparency Reporting

1.0 BACKGROUND

The *Pay Transparency Act* was enacted in British Columbia in late 2023. The legislation was introduced to address persistent wage disparities, particularly the gender pay gap, and to promote fairness, equity, and transparency in the workplace.

The Act was introduced to:

- Expose and address wage disparities that have affected marginalized groups.
 - Promote accountability among employers by making compensation practices visible.
 - Empower job seekers and employees with information to negotiate fair pay.
 - Encourage cultural change toward openness and equity in compensation.
- Align B.C. with global and national trends in pay equity legislation.

2.0 INFORMATION

Key Provisions of the Act

Salary Disclosure in Job Postings

- Employers must include expected pay range in all publicly advertised job postings.
- This requirement is being phased in based on employer size:
 - 2023: Public sector and Crown corporations
 - 2024: Employers with 1,000+ employees
 - 2025: Employers with 300+ employees
 - 2026: Employers with 50+ employees

Restrictions on Pay History Inquiries

- Employers are prohibited from asking applicants about their past compensation.
- This is intended to prevent perpetuating historical wage discrimination.
- Employers may still use pay history already on file for internal candidates.

Protection Against Employer Reprisal

- Employees are protected from retaliation when:
 - Asking about their own pay
 - Sharing pay information with others
 - Reporting non-compliance
- Retaliation includes dismissal, demotion, discipline, harassment, or other adverse actions.

Pay Transparency Reporting

- Large employers must submit annual pay transparency reports.

- Reports must include:
 - Pay data
 - Gender and diversity characteristics
 - Identification of pay gaps
- The Minister of Finance publishes a province-wide report each year summarizing trends and compliance.

Collection of Gender Information

As of April 2025, the school district has included four gender categories in the onboarding process for new employees: Man (M), Woman (W), Non-Binary (X), and Prefer not to answer (U). These classifications align with the definitions established under the *Pay Transparency Regulation*. To support the 2026 pay transparency reporting requirements, the district is exploring options for conducting a voluntary survey to collect gender information from current employees in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*. This information will be used solely for preparing pay transparency reports and, in aggregate form, for human resources and compensation analysis. Individual responses will remain confidential and will not be disclosed publicly or compared to sex data. Access to gender information will be restricted to authorized Human Resources staff on a need-to-know basis.

3.0 OPTIONS FOR ACTION

Presented for information purposes, no action required.

4.0 STAFF RECOMMENDATION

N/A

5.0 APPENDICES

Appendix A – 2024/2025 Pay Transparency Report.

Additional Reference – Ministry of Finance – [Pay Transparency Annual Report 2025](#)

The Board of Education of School District No. 047 (qathet)

Pay transparency report

Employer details

Employer:	The Board of Education of School District No. 047 (qathet)
Address:	4351 Ontario Ave., Powell River, BC
Reporting Year:	2025
Time Period:	July 1, 2024 - June 30, 2025
NAICS Code:	61 - Educational services
Number of Employees:	300-999



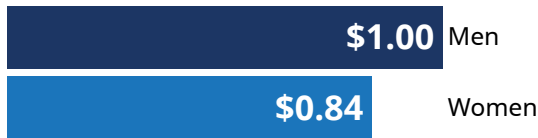
Hourly pay

Mean hourly pay gap¹



In this organization women's average hourly wages are 6% less than men's. For every dollar men earn in average hourly wages, women earn 94 cents in average hourly wages. *

Median hourly pay gap²



In this organization women's median hourly wages are 16% less than men's. For every dollar men earn in median hourly wages, women earn 84 cents in median hourly wages. *

Explanatory notes

1. "Mean hourly pay gap" refers to the differences in pay between gender groups calculated by average pay. Hourly pay does not include bonuses and overtime.
2. "Median hourly pay gap" refers to the differences in pay between gender groups calculated by the mid range of pay for each group. Hourly pay does not include bonuses and overtime.



Overtime pay

Mean overtime pay³



In this organization women's average overtime pay is 46% less than men's. For every dollar men earn in average overtime pay, women earn 54 cents in average overtime pay. *

Median overtime pay⁴



In this organization women's median overtime pay is 54% less than men's. For every dollar men earn in median overtime pay, women earn 46 cents in median overtime pay. *

Mean overtime paid hours⁵

Difference as compared to reference group (Men)

Women	-13
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In this organization the average number of overtime hours worked by women was 13 less than by men. *

Median overtime paid hours⁶

Difference as compared to reference group (Men)

Women	-6
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In this organization the median number of overtime hours worked by women was 6 less than by men. *

Percentage of employees in each gender category receiving overtime pay



Explanatory notes

- "Mean overtime pay" refers to overtime pay when averaged for each group.
- "Median overtime pay" refers to the middle point of overtime pay for each group.
- "Mean overtime paid hours" refers to the average number of hours of overtime worked for each group.
- "Median overtime paid hours" refers to the middle point of number of overtime hours worked for each group.



Bonus pay

Mean bonus pay ⁷

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

Median bonus pay ⁸

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

Percentage of employees in each gender category receiving bonus pay

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.



Percentage of each gender in each pay quartile ⁹

Upper hourly pay quartile (highest paid) †



Upper middle hourly pay quartile †



Lower middle hourly pay quartile †



Lowest hourly pay quartile (lowest paid) †



■ Men
■ Women

In this organization, women occupy 68% of the highest paid jobs and 71% of the lowest paid jobs.

† This pay quartile was reduced to suppress gender categories consisting of less than ten (10) employees.

Data constraints

The school district was unable to collect gender information and so has used birth sex information as a proxy for the purposes of this report. The school district intends to collect and use gender information for the 2026 reporting year.

Explanatory notes

7. "Mean bonus pay" refers to bonus pay when averaged for each group.
8. "Median bonus pay" refers to the middle point of bonus pay for each group.
9. "Pay quartile" refers to the percentage of each gender within four equal sized groups based on their hourly pay.

* In accordance with the Pay Transparency Act and reporting rules designed to protect the anonymity and privacy of respondents, one or more gender categories has been excluded due to insufficient numbers to meet disclosure requirements.

MEMORANDUM



Date: November 12, 2025
To: Committee of the Whole
From: Steve Hopkins, Secretary-Treasurer
Re: Review and Revisions of Policies

1.0 BACKGROUND

Board Policy 10 (Board Policy Making and Handbook) states that,

“The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review its policies following a schedule that results in all policies in the Board Policy Manual being reviewed at least once in a Board term of office.”

2.0 INFORMATION

As part of the Board of Education’s work to continue to meet the needs of the District, the Board will be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the School Act and provincial as well as federal legislation. Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the District and the opportunity for the Superintendent to exercise professional judgment in the administration of the District.

3.0 STAFF RECOMMENDATION

THAT: The Board of Education approve the proposed revisions to:

- Policy 17 – Accumulated Operating Surplus and Internally Restricted Funds
- Policy 19 – Public Interest Disclosures

4.0 APPENDICES

Appendix A – Policy 5 – Role of the Chair

Appendix B – Policy 6 – Role of the Vice-Chair

Appendix C – Policy 9 – Board Representatives

Appendix D – Policy 17 – Accumulated Operating Surplus and Internally Restricted Funds

Appendix E – Policy 19 – Public Interest Disclosures

ROLE OF THE BOARD CHAIR

At its first regular November meeting the Board shall elect one of its members to serve as Board Chair at the pleasure of the Board. At this meeting, the Secretary Treasurer shall preside until a Board Chair is elected; at which time, the Chair will preside. The Board entrusts the individual elected as Chair to safeguard the integrity of the Board's processes and to represent it locally and provincially. This position will be held until the following November election. Although it is normally a one-year term, a majority of the Board may elect a new chair at any time (*School Act*, sec. 67).

The Board delegates to the Chair the following powers and duties:

1. Prior to each Board meeting, meet with the Vice-Chair, the Superintendent and Secretary-Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To chair all public and closed Board meetings and ensure that such meetings are conducted in accordance with the *School Act*, the bylaws, policies and procedures, as established by the Board.
3. At the start of Board meetings the Chair will extend the Board's hospitality to all in attendance and remind those assembled that the meeting is being held on Tla'amin Traditional Lands.
4. To perform the following duties during Board meetings:
 - 4.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 - 4.2. To ensure that issues being presented for the Board's consideration are clearly articulated and explained, and each trustee has a fair opportunity to be heard and understood by all the other trustees so that a collective opinion can develop, and a corporate decision reached.
 - 4.3. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached.
 - 4.4. To direct the discussion by trustees to the topic being considered by the Board.
 - 4.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members.
 - 4.6. Determine disposition of each motion by a formal show of hands except where a ballot is required/used.
 - 4.7. Ensures that each Trustee votes on the issues before the Board.
5. Keep informed of significant developments within the District.
6. Keep the Superintendent and Board informed of all District related matters or concerns coming to their attention and conveying directly to the Superintendent these concerns or questions which may significantly affect the administration of the District.

Adopted: May 18, 2022
Reviewed: October 11, 2023
Revised:



Policy 5

7. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
8. Bring all matters requiring a corporate decision to the Board.
9. Act as a District signing authority.
10. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
11. Oversee the election of trustees to provincial affiliation groups including BCSTA and BCPSEA.
12. Make trustee appointments to:
 - 12.1. Representative to organizations; and
 - 12.2. Board committees.
13. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government, other organizations, or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through passing motions. The Chair shall bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair shall share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
14. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
15. Address inappropriate behaviour on the part of a trustee as per policy 4 sanctions.
16. Manage the Superintendent contract on the Board's behalf by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Chair shall sign off on the Superintendents expenses as well as vacation and sick leave, days earned, taken, and accumulated.
17. Assist with the Board orientation program for new trustees.

Legal Reference: Sections 65, 67, 69, 70, 85 *School Act*

Adopted: May 18, 2022
Reviewed: October 11, 2023
Revised:

ROLE OF THE VICE-CHAIR

At a November meeting, the Board shall elect a Vice-Chair who shall serve at the pleasure of the Board. The Vice-Chair assists the Board Chair in ensuring the Board operates in accordance with its own policies and procedures. A majority of the Board may elect a new Vice-Chair at any time.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence or inability to act, and shall have all the duties and responsibilities of the Board Chair in such instances.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair may meet with the Chair, the Superintendent, and the Secretary Treasurer, and will become thoroughly familiar with items included in the agenda.
4. The Vice-Chair shall be an alternate signing authority for the District.

Legal Reference: Sections 65, 67, 85 *School Act*

Adopted: May 18, 2022
Reviewed: October 11, 2023
Revised:

BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Board will consider naming representatives to various external committees, agencies, and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board shall be guided by the following principles when naming representatives to other organizations:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

The Superintendent may appoint resource personnel to work with the external committee representatives and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

External committees will have Board representation identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board.

Representatives serve at the pleasure of the Board.

External Committees

1. British Columbia School Trustees Association (BCSTA) Provincial Council

1.1 Purpose of the Provincial Council

- 1.1.1 Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education, and other sources.
- 1.1.2 Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
- 1.1.3 Establish interim policies of the Association between general meetings.
- 1.1.4 Address matters as outlined in BCSTA bylaws, including Association budget approval.
- 1.1.5 Act on action requests from BCSTA Board of Directors.

1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend Provincial Council meetings.
- 1.2.2 Represent the Board's positions and interests at the provincial level.
- 1.2.3 Communicate to the Board the work of the Provincial Council.

Adopted: May 18, 2022
Reviewed: January 8, 2025
Revised: January 22, 2025

Policy 9

- 1.2.4 Bring recommendations to the Board as and when necessary.
 - 1.2.5 Build positive relationships.
- 1.3 Membership
 - 1.3.1 One (1) trustee; one (1) alternate.
- 1.4 Meetings
 - 1.4.1 As called by Provincial Council. (Usually 4 per year, one at the AGM)
- 2. British Columbia Public School Employers' Association (BCPSEA)
 - 2.1 Purpose of the BCPSEA
 - 2.1.1 Act as the accredited bargaining agent for the BCSTA's members.
 - 2.1.2 Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.
 - 2.1.3 Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.
 - 2.2 Powers and Duties of the Board Representative
 - 2.2.1 Attend the BCPSEA meetings as required.
 - 2.2.2 Represent the Board's positions and interests at BCPSEA meetings.
 - 2.2.3 Communicate to the Board the work of BCPSEA.
 - 2.2.4 Bring recommendations to the Board as and when necessary.
 - 2.2.5 Build positive relationships.
 - 2.3 Membership
 - 2.3.1 One (1) trustee; one (1) alternate.
 - 2.4 Meetings
 - 2.4.1 As called by BCPSEA.
- 3. BCSTA South Coast Branch
 - 3.1 Purpose of the BCSTA South Coast Branch
 - 3.1.1 Receive reports from the BCSTA Board of Directors.
 - 3.1.2 Discuss and/or develop policy issues for submission at the Annual General Meeting.
 - 3.1.3 Act as a forum for discussion of South Coast Branch issues.
 - 3.2 Powers and Duties of the Board Representative
 - 3.2.1 Attend BCSTA South Coast Branch meetings.



Policy 9

3.2.2 Represent the Board's positions and interests at BCSTA South Coast Branch meetings.

3.2.3 Communicate to the Board the work of the BCSTA South Coast Branch.

3.2.4 Bring recommendations to the Board as and when necessary.

3.2.5 Build positive working relationships with other Boards.

3.3 Membership

3.3.1 All trustees are expected to attend.

3.4 Meetings

3.4.1 Two (2) meetings per year or as called by the South Coast Branch.

Community Representation

From time to time the Board is invited to appoint representative(s) to committees or other entities external to the School District.

4.1 Purpose:

4.1.1 The purpose of sending representatives to represent the Board on such external committees or entities is to strengthen communication and understanding with the external organization.

4.2 Powers and Duties of the Representative is to:

4.2.1 Represent the Board's positions and interests. If no Board position has been determined the representative will refrain from expressing a personal opinion and will seek a Board position.

4.2.2 Communicate to the Board the work of the external entity and any opportunities which may exist for mutual benefit involving the Board and the entity.

4.2.3 Build positive relations between the entity and the Board corporate.

4.3 Representatives:

4.3.1 Normally one (1) representative chosen by the Chair.

4.4 Meetings:

4.4.1 As determined by the external committee or entity.

4.5 The Board shall review annually the efficacy of continued Board representation on such committees or entities.

Other Community Involvement

As active community members, trustees are frequently requested to sit on various community committees or be involved in community organizations. If representation to such an external organization has not been

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Revised: January 22, 2025



Policy 9

approved by the Board as noted above, the trustee shall make clear that their presence is as a community member and not as a qathet School District Trustee and therefore the views expressed are those of the individual and not those of the Board or District.

Administrative Committee Representation

From time to time the Superintendent in consultation with the Board may request the Board to select a Board representative to an Administrative committee. In such instances the Superintendent will determine the purpose of the committee.

The role of the Board representative in such instances shall be to provide visible Board support for advancing the purpose of the committee and act as the Board's eyes and ears relative to matters being discussed and bring to the Board's attention any related issues which fall within areas of Board retained authority. The Board representative has no decision making authority. Since these are Administrative Committees, the Superintendent shall bring any recommendations to the Board for the Board's consideration and decision.

The Administrative Committee structure shall be determined by the Superintendent with the proviso that the membership shall include one Board member selected by the Board. Committee meetings shall be at the call of the Superintendent.

School Liaison Trustee Role

The Chair shall make School Liaison assignments. The assignments shall be posted on the District website.

School Liaison responsibilities shall not:

- Inhibit or circumvent administrative authority or responsibility.
- Include any decision-making authority.

Parent Advisory Councils as per section 8 of the School Act may advise the Board and the Principal and staff of a school. At the invitation of the PAC the school trustee liaison may attend the PAC meeting. If the Council wishes to advise the Board corporate, that advice is to be sent to the Board.

The role of liaison trustee is to provide visual support for school activities, including but not limited to, athletic competitions, fine arts performances and displays, school celebrations, and recognition events. The role allows trustees to become knowledgeable of public-school events, while keeping manageable the time demands should there not be some limiting of expectations for Board or trustee attendance at such public events.

Legal Reference: Sections 8.4, 8.5, 22, 65, 74, 85 *School Act*
 Ministry of Education website

Adopted: May 18, 2022
Reviewed: January 8, 2025
Revised: January 22, 2025

ACCUMULATED OPERATING SURPLUS

The School Act requires boards of education (boards) to prepare a balanced annual budget. Estimated spending in the annual budget must not exceed estimated revenue plus accumulated operating surplus (operating surplus). Operating surplus, with consistent rules and guidelines in place, enables boards to engage in long-term planning, mitigate financial risk and support consistent service to all students in the province.

The purpose of this policy is to provide clear, transparent guidance on the accumulation of surplus balances, ensure the effective management of accumulated surplus funds, and enable long-term planning, risk mitigation, and consistent service delivery.

Accumulated Operating Surplus

Accumulated operating surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures from all previous years. Conversely, when operating expenditures from all previous years exceed operating revenues from all previous years an accumulated operating deficit result. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures. School Districts in BC are not permitted to budget for or incur expenditures that result in an accumulated operating deficit.

Accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Internally Restricted Operating Surplus

To support long-term financial planning the board can restrict operating surplus for use in future years. Restrictions can be made for items that are identified by the board, have defined timelines, are directly related to a board's goals outlined in their strategic, operational and financial plans, or that meet the specified needs of the school district.

The three categories of internally restricted operating surplus are:

- Restricted due to the nature of constraints on the funds
- Restricted for anticipated unusual expenses identified by the board
- Restricted for operations spanning multiple school years

Examples of Internally Restricted Funds:

- Future years' Operations/Budget.
- Schools and Department surplus/carry-forwards.
- Operating projects in progress.
- Technology, utilities, equipment, and capital projects (including amounts to be transferred to

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Revised: November 26, 2025



Policy 17

Local Capital but have not yet been identified for specific initiatives).

- Purchase Order commitments.

The amount of Accumulated Operating Surplus restricted for Operations Spanning Future School Years at the end of a fiscal year is normally to be between 1.0 % and 3.0 % of actual Operating Expenses of that fiscal year.

Unrestricted Operating Surplus - Contingency Reserve

The Board of Education is responsible for ensuring the District is protected financially from extraordinary circumstances which would negatively impact School District operations and the education of students. To discharge this responsibility, the Board will establish a contingency reserve from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.

The Board shall maintain a contingency reserve of 1.0 % to 2.5% of operating expenditures. The Board may approve the use of the contingency reserve under the following circumstances:

- The elimination of any deficit arising at the end of a fiscal year of operations.
- The funding of new cost pressures in a fiscal year that were not known at the time of budget development.
- The payment of severances (wages and benefits) upon termination of employment.
- The settlement of any legal action that is not covered by insurance.
- Initial one-time cost outlays for new education programs.
- Coverage for disaster recovery expenditures.
- Extraordinary unknown utilities cost pressures.
- Replacement of equipment essential to the continuation of educational programming in Schools or District facilities.
- To assist in balancing future years' budgets.

In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board shall incorporate into its future budget planning processes, strategies to re-establish the contingency reserve.

Restricted for Future Capital Cost Sharing

To support major capital projects that are identified in boards' 5-year Capital Plans and approved by the province for concept plan or business case development, the board may restrict a portion of the accumulated surplus to meet capital cost share expectations.

Local Capital

Local Capital includes the board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Transfers from operating funds to Local Capital must be made only for specific initiatives

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Policy 17

that have a clear linkage to the board strategic goals, or that address capital assets investment, or that meet the specified needs of the school district.

Reporting

The board will use the existing Ministry financial reporting framework to annually provide the Ministry with an annual report on their budget allocation decisions, (including operating surplus and Local Capital), demonstrating that approved allocations support boards' strategic objectives

Legal Reference: BC Ministry of Education Accumulated Operating Surplus Policy

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Reviewed:
Revised: November 26, 2025

ACCUMULATED OPERATING SURPLUS ~~AND INTERNALLY RESTRICTED~~ FUNDS

The School Act requires boards of education (boards) to prepare a balanced annual budget. Estimated spending in the annual budget must not exceed estimated revenue plus accumulated operating surplus (operating surplus). Operating surplus, with consistent rules and guidelines in place, enables boards to engage in long-term planning, mitigate financial risk and support consistent service to all students in the province.

The purpose of this policy is to provide clear, transparent guidance on the accumulation of surplus balances, ensure the effective management of accumulated surplus funds, and enable long-term planning, risk mitigation, and consistent service delivery.

~~Accumulated operating surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures from all previous years. Conversely, when operating expenditures from all previous years exceed operating revenues from all previous years an accumulated operating deficit result. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures. School Districts in BC are not permitted to budget for or incur expenditures that result in an accumulated operating deficit.~~

~~Accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.~~

Accumulated Operating Surplus

Accumulated operating surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures from all previous years. Conversely, when operating expenditures from all previous years exceed operating revenues from all previous years an accumulated operating deficit result. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures. School Districts in BC are not permitted to budget for or incur expenditures that result in an accumulated operating deficit.

Accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Internally Restricted Operating Surplus

To support long-term financial planning the board can restrict operating surplus for use in future years. Restrictions can be made for items that are identified by the board, have defined timelines, are directly related to a board's goals outlined in their strategic, operational and financial plans, or that meet the specified needs of the school district.

Adopted: May 18, 2022

Reviewed:

Revised: November 26, 2025



Policy 17

~~Surplus funds may be restricted to be used for a specific purpose or may be designated as unrestricted. Examples of restricted fund designations are:~~

~~The three categories of internally restricted operating surplus are:~~

- ~~• Restricted due to the nature of constraints on the funds~~
- ~~• Restricted for anticipated unusual expenses identified by the board~~
- ~~• Restricted for operations spanning multiple school years~~

Examples of Internally Restricted Funds:

- Future years' Operations/Budget.
- Schools and Department surplus/carry-forwards.
- Operating projects in progress.
- Technology, utilities, equipment, and capital projects (including amounts to be transferred to Local Capital but have not yet been identified for specific initiatives).
- Purchase Order commitments.

The amount of Accumulated Operating Surplus restricted for Operations Spanning Future School Years at the end of a fiscal year is normally to be between 1.0 % and 3.0 % of actual Operating Expenses of that fiscal year.

Unrestricted Operating Surplus - Contingency Reserve

The Board of Education is responsible for ensuring the District is protected financially from extraordinary circumstances which would negatively impact School District operations and the education of students. To discharge this responsibility, the Board will establish a contingency reserve from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.

The Board shall maintain a contingency reserve of ~~at least~~ 1.0 % to 2.5% of operating expenditures.

The Board may approve the use of the contingency reserve under the following circumstances:

- The elimination of any deficit arising at the end of a fiscal year of operations.
- The funding of new cost pressures in a fiscal year that were not known at the time of budget development.
- The payment of severances (wages and benefits) upon termination of employment.
- The settlement of any legal action that is not covered by insurance.
- Initial one-time cost outlays for new education programs.
- Coverage for disaster recovery expenditures.
- Extraordinary unknown utilities cost pressures.
- Replacement of equipment essential to the continuation of educational programming in Schools

Adopted: May 18, 2022

Reviewed:

Revised: November 26, 2025

Policy 17

or District facilities.

- To assist in balancing future years' budgets.

In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board shall incorporate into its future budget planning processes, strategies to re-establish the contingency reserve.

Restricted for fFuture cCapital cCost sSharing

To support major capital projects that are identified in boards' 5-year Capital Plans and approved by the province for concept plan or business case development, the board may restrict a portion of the accumulated surplus to meet capital cost share expectations.

Local cCapital

Local Capital includes the board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Transfers from operating funds to Local Capital must be made only for specific initiatives that have a clear linkage to the board strategic goals, or that address capital assets investment, or that meet the specified needs of the school district.

Reporting

The board will use the existing Ministry financial reporting framework to annually provide the Ministry with an annual report on their budget allocation decisions, (including operating surplus and Local Capital), demonstrating that approved allocations support boards' strategic objectives

Unrestricted Operating Surplus

The School District needs to maintain Unrestricted Operating Surplus balances for working capital purposes. Maintaining minimum working capital levels eliminates or reduces the need to borrow externally and/or internally for operations.

The School District may also require emergency funds from time to time, from its Unrestricted Operating Surplus balance, for unforeseen costs. When this occurs, the School District needs to rely upon sufficient balances being available.

Also included in the Unrestricted Operating Surplus are funds that may be used in budget years beyond the next two fiscal years.

The amount of Unrestricted Operating Surplus at the end of a fiscal year is to be at least 1.0 % of actual Operating Expenses of that fiscal year.

Legal Reference: BC Ministry of Education Accumulated Operating Surplus Policy

Adopted: May 18, 2022

Reviewed:

Revised: November 26, 2025

PUBLIC INTEREST DISCLOSURES

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 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 *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 to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the District’s operations or personnel. It applies to employees of the District as defined under PIDA. This Policy does not displace other mechanisms set out in District Policy and Procedures 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.

Definitions

Employee means a past or present employee of the School District, including those on contract or temporary appointment, but not members of the Board of Education.

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;

Disclosure means a report of Wrongdoing made under this Policy;

Investigation means an investigation undertaken by the District under this Policy or by the Ombudsperson under the PIDA;

Procedure means the 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;

Wrongdoing refers to:

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

Adopted: May 18, 2022

Reviewed:

Revised: November 26, 2025



Policy 19

- 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;
- a serious misuse of public funds or public assets;
- gross or systematic mismanagement;
- knowingly directing or counselling a person to commit any act or omission described above.

Terms not defined in this Policy shall have the meanings given in the Public Interest Disclosure Act (PIDA) and the Freedom of Information and Protection of Privacy Act (FIPPA).

1. Statement of Principles

- 1.1. 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.
- 1.2. The 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.
- 1.3. The 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.
- 1.4. 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.

2. Privacy and Confidentiality

- 2.1. All Personal Information that the District collects, uses, or shares while 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.

3. Reporting

- 3.1. 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

Adopted: May 18, 2022

Reviewed:

Revised: November 26, 2025



Policy 19

and findings of wrongdoing. All reporting under this policy will be in compliance with the requirements of FIPPA and section 38 of PIDA.

3.2. The annual report will be publicly available on the School District's website.

4. Responsibility

4.1. 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.

4.2. In the event that the Superintendent is personally involved or named in the disclosure, or is unable or unavailable to perform their duties under this policy, the Superintendent may delegate this authority in writing to the Secretary-Treasurer or another senior member of the School District.

5. Trustees are not covered under this Policy. Any alleged wrongdoing or ethical concern involving a trustee will be addressed through the Board's Code of Conduct or other applicable governance policies..

Legal References: Section 22, 23, 65, 85 *School Act*
 Freedom of Information and Protection of Privacy Act
 Public Interest Disclosure Act

Adopted: May 18, 2022
Reviewed:
Revised: November 26, 2025

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Policy 19

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Policy 19

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3.1.3.2. The annual report will be publicly available on the School District's website.

4. Responsibility

4.1. 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.

4.2. In the event that the Superintendent is personally involved or named in the disclosure, or is unable or unavailable to perform their duties under this policy, ~~the Board shall delegate this authority in writing to another senior staff member~~ the Superintendent may delegate this authority in writing to the Secretary-Treasurer or another senior member of the School District.

~~4.3.—The Superintendent must develop an Administrative Procedure to operationalize the *Public Interest Disclosure Act* throughout the District.~~

~~4.3.1.—The intent of the administrative procedure must reinforce the duty of every staff member to report genuine concerns of any wrongdoings as defined in the Act.~~

~~4.3.2.—The administrative procedure must provide assurance that any concerns expressed will be investigated thoroughly and that staff members raising concerns reasonably and responsibly will not be penalized in any way.~~

~~4.3.3.—Further, the administrative procedure must make provision for the reporting of concerns to the Board Chair in the event circumstances prevent a disclosure to the Superintendent.~~

5. Trustees are not covered under this Policy. Any alleged wrongdoing or ethical concern involving a trustee will be addressed through the Board's Code of Conduct or other applicable governance policies. Individual trustees may report Wrongdoing under this policy to the Board Chair if the alleged Wrongdoing occurs while the trustee is holding office.

Legal References: Section 22, 23, 65, 85 School Act
 Freedom of Information and Protection of Privacy Act
 Public Interest Disclosure Act

Adopted: May 18, 2022

Reviewed:

Revised: November 26, 2025

BOARD DEVELOPMENT PLANNING AD HOC COMMITTEE

11:00 am, Wednesday, November 5, 2025

School Board Office

NOTES

Present: Gretchen Conti, Maureen Mason

Also in attendance: Paul McKenzie (Superintendent)

1. **APPROVAL OF AGENDA**

MOVED: G. CONTI

SECONDED: M. MASON

THAT the Board Development Planning Ad Hoc Committee Meeting Agenda of November 5, 2025, be adopted as circulated

STATUS: CARRIED

2. **CONFIRMATION OF COMMITTEE CHAIR**

Trustees Conti and Mason were confirmed as Co-Chairs. The Superintendent will assist with agenda development.

3. **REVIEW OF TERMS OF REFERENCE**

The committee reviewed the Terms of Reference.

4. **MEETING SCHEDULE PLANNING**

The committee agreed on the following meeting dates: December 3, January 7, February 4, March 4, April 1, and June 3, from 11:00 a.m. to 12:00 p.m. Some reporting back may occur in closed session to allow for more open discussion regarding professional development needs

5. **WORKPLAN AND PRIORITIES**

The committee discussed priorities for supporting board development, beginning with existing BCSTA resources and identifying additional materials to provoke inquiry and support learning. Members emphasized the importance of connecting provincial resources to local context and developing tools that address both collective and individual trustee learning needs. Discussion included clarifying procedural elements such as the difference between Committee of the Whole and Regular meetings, making motions, and adding agenda items. The committee explored creating a survey to gather trustees' reflections on collective priorities, personal interests, and

how curiosity and inquiry can inform board work. The purpose of the survey would be to guide resource development and professional learning plans. Upcoming steps include bringing a proposed survey forward.

6. **NEXT STEPS AND ACTION ITEMS**

The committee agreed to share a proposed survey and discuss it at the next meeting, with consideration of scheduling additional time in January's closed session for deeper discussion. The survey will help identify both collective learning priorities and individual areas of interest, serving as a foundation for developing an inquiry question later in the process.

7. **ADJOURNMENT**

MOVED: G. CONTI

SECONDED: M. MASON

THAT the Board Development Planning Ad Hoc Committee Meeting Agenda of November 5, 2025, be adjourned.

STATUS: CARRIED

The meeting adjourned at 12:00 pm

SH/attachments



PUBLIC INTEREST DISCLOSURES BY EMPLOYEES

Background

The District is committed to the highest standard of ethical and accountable conduct and recognizes the importance of working to deter and detect wrongdoing within the operations of the District, and to promote public confidence in the administration of the District. To ensure this, the District is committed to maintaining a positive and supportive environment whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without retribution, and are provided with clear guidance for how those disclosures may take place.

The District expects that all employees will notify their Supervisor or the Director of Human Resources of any potential wrongdoing within the operation of the District and that the Supervisor or Director of Human Resources will investigate such reports without impedance, providing a summary of their findings to the Superintendent, Board Chair, or the Commissioner of Public Interest as appropriate.

Under the *Public Interest Disclosure Act* (PIDA), an employee of the District may make a disclosure of a wrongdoing, which the District will investigate in accordance with these procedures. Under PIDA, no person may make reprisals against an employee for making a disclosure, seeking advice about making a disclosure, or taking any other steps under PIDA, so long as the employee is acting in good faith.

The District is required to establish and maintain, in accordance with PIDA, written procedures for managing and investigating disclosures by employees of the District. Those written procedures are set out herein.

Definitions

Designated Officer means the Superintendent and any other senior member of personnel designated by the Superintendent from time to time, which includes, the Secretary Treasurer, and the Board Chair.

Discloser means an Employee who makes a Disclosure.

Disclosure Form means Form Number 403-1.

Ombudsperson means the Ombudsperson of British Columbia.

Policy means the Board's Policy 19 - Public Interest Disclosures.

Protection Official means:

Administrative Procedure 403

- in respect of a health-related matter, the provincial health officer,
- in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
- in any other case, a police force in British Columbia.

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.

Respondent means a person against whom allegations of wrongdoing or a complaint of reprisal is made.

School means

- 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
- the teachers and other staff members associated with the unit, and
- the facilities associated with the unit,

and includes a Provincial Resource Program and a Distributed Learning School operated by the Board.

Supervisor includes

- an employee's direct management supervisor,
- for school-based employees, the Principal, or any Vice-Principal at the school where the employee is assigned.

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.

Procedures

1. Who May Make a Disclosure

- 1.1. Any employee may report wrongdoing under this Administrative Procedure if the alleged wrongdoing occurred or was discovered while the employee was employed or engaged by the District.



Administrative Procedure 403

- 1.2. Reports received from members of the public, school trustees, or from employees who were not engaged by the District at the time that wrongdoing occurred or is alleged to have occurred are outside the scope of this Administrative Procedure.

2. How to Make a Disclosure

- 2.1. An Employee who reasonably believes 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.
 - 2.1.4. The Ombudsperson.
- 2.2. A disclosure is to be submitted in writing using the disclosure form (Form 403-1) 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.
 - 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 Administrative Procedure 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 is not to 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

Administrative Procedure 403

acts or omissions must refer the allegations of wrongdoing to another person under this Administrative Procedure with responsibility for receiving a disclosure.

3. How to Make a Disclosure About Urgent Risk

- 3.1. 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.
- 3.2. Before making a public disclosure of an Urgent Risk the employee must:
 - 3.2.1. Consult with the relevant Protection Official (public health officer, Emergency Management BC, or police).
 - 3.2.2. Receive and follow the direction of that Protection Official, including if the Protection Official directs the employee not to make the public disclosure.
 - 3.2.3. Refrain from disclosing, publishing or otherwise sharing personal information except as necessary to address the Urgent Risk.
 - 3.2.4. 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.
 - 3.2.5. 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.
- 3.3. 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 2 above.
- 3.4. 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.

4. Referral of Disclosure to Designated Officer

- 4.1. Each Supervisor or other personnel who receives a disclosure or referral under this Administrative Procedure must promptly refer the disclosure or referral, including all disclosures forms (**Form 403-1**) and other materials supplied, to the appropriate Designated Officer as follows:
 - 4.1.1. Unless the allegations concern alleged wrongdoing by the Superintendent, the disclosure or referral shall first be referred to the Superintendent, who may

Administrative Procedure 403

delegate their duties under this Administrative Procedure to any other Designated Officer.

- 4.1.2. If the allegations concern alleged wrongdoing by the Superintendent, then the disclosure or referral is to be referred to the Secretary-Treasurer who shall act as the Designated Officer.
 - 4.1.3. 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 is to be referred to the Board Chair as the Designated Officer or any other Designated Officer.
5. If the allegations made in a disclosure or referral concern wrongdoing by all the Designated Officers listed in clauses 4.1.1, 4.1.2 and 4.1.3 above, then the disclosure or referral is to be referred to the Ombudsperson. Responsibilities of the Designated Officer
 - 5.1. The Designated Officer is responsible to:
 - 5.1.1. Receive and respond to any disclosure or referral.
 - 5.1.2. Receive and respond to reports made by personnel about Urgent Risks.
 - 5.1.3. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official.
 - 5.1.4. Review allegations of wrongdoing in a disclosure or referral and determine if they fall within the scope of the PIDA or this Administrative Procedure.
 - 5.1.5. Refer disclosures or allegations falling outside the scope of the PIDA or this Administrative Procedure to the appropriate authority or dispute resolution process, as applicable.
 - 5.1.6. If a disclosure relates to wrongdoing at another government body that is subject to the PIDA, refer the disclosure to that institution.
 - 5.1.7. Seek clarification of the allegations of wrongdoing from the discloser or referring institution as needed.
 - 5.1.8. If appropriate, initiate an investigation into allegations of wrongdoing in accordance with section 7 below.
 - 5.1.9. Assess the risk of any reprisal to the discloser, and take appropriate action, if any, to mitigate that risk.
 - 5.1.10. Manage communications with the discloser and respondent
 - 5.1.11. Notify the discloser and the respondent of the outcome of the investigation in accordance with clause 7.7.

Administrative Procedure 403

- 5.1.12. Ensure that, in accordance with section 8 of this Administrative Procedure, 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.

6. Responsibilities of Employees

6.1. All employees are responsible to:

- 6.1.1. Make any disclosures in good faith and based on a reasonable belief that wrongdoing has or is expected to occur.
- 6.1.2. Refrain from engaging in reprisals and report all reprisals in accordance with this Administrative Procedure and the PIDA.
- 6.1.3. Maintain the confidentiality of personal information received in connection with a disclosure, referral, request for advice or investigation in accordance with this Administrative Procedure, and the PIDA.
- 6.1.4. Provide their reasonable cooperation with investigations by the District or the Ombudsperson.
- 6.1.5. Seek appropriate advice if an employee is uncertain about whether to make a disclosure or a public disclosure of an Urgent Risk.
- 6.1.6. Comply with the requirements of this Administrative Procedure and the PIDA concerning Urgent Risks.

7. Investigations

- 7.1. 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.
- 7.2. The District shall seek to complete all investigations within 90 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.
- 7.3. 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.

Administrative Procedure 403

- 7.4. All investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
- 7.5. 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, if notice of the referral is provided to the applicable discloser.
- 7.6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - 7.6.1. The disclosure or referral does not provide adequate particulars of the wrongdoing.
 - 7.6.2. 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 this Administrative Procedure or the PIDA, or does not deal with wrongdoing.
 - 7.6.3. 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.
 - 7.6.4. The disclosure relates solely to a public policy decision.
 - 7.6.5. The allegations are already being or have been appropriately investigated by the Ombudsperson, the District or other appropriate authority.
 - 7.6.6. The investigation may compromise another investigation; or
 - 7.6.7. the PIDA otherwise requires or permits the District to suspend or stop the Investigation.
- 7.7. Subject to the District's obligations under FIPPA and clause 2.3. above, the discloser and the respondent(s) will be provided with a summary of the District's findings, including:
 - 7.7.1. Notice of any finding of wrongdoing.
 - 7.7.2. A summary of the reasons supporting any finding of wrongdoing.
 - 7.7.3. Any recommendations to address findings of wrongdoing.

8. Privacy and Confidentiality

- 8.1. 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 this

Administrative Procedure 403

Administrative Procedure and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.

- 8.2. 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.
- 8.3. Any person who, in their capacity as an employee of the 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 Administrative Procedure or the PIDA, except with the consent of the discloser or as authorized or required by the PIDA or other applicable laws.
- 8.4. 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 internally on a need-to-know basis.

9. Reprisals

- 9.1. The District will not tolerate reprisals against employees.
- 9.2. Any employee who believes that they have been the subject of a reprisal may make a complaint to:
 - 9.2.1. The Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA.
 - 9.2.2. To a Designated Officer, who shall investigate the complaint in accordance with the provisions of this Administrative Procedure.
- 9.3. Any employee who engages in reprisals shall be subject to disciplinary action up to and including dismissal.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 *School Act*
Emergency Program Act
Freedom of Information and Protection of Privacy Act
Public Interest Disclosure Act

Adopted: May 18, 2022
Reviewed: May 18, 2022
Revised: May 18, 2022



PUBLIC INTEREST DISCLOSURES BY EMPLOYEES

Background

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The District expects that all employees will notify their Supervisor or the Director of Human Resources of any potential wrongdoing within the operation of the District and that the Supervisor or Director of Human Resources will investigate such reports without impedance, providing a summary of their findings to the Superintendent, Board Chair, or the Commissioner of Public Interest as appropriate.

Under the *Public Interest Disclosure Act* (PIDA), an employee of the District may make a disclosure of a wrongdoing, which the District will investigate in accordance with these procedures. Under PIDA, no person may make reprisals against an employee for making a disclosure, seeking advice about making a disclosure, or taking any other steps under PIDA, so long as the employee is acting in good faith.

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Administrative Procedure 403

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Respondent means a person against whom allegations of wrongdoing or a complaint of reprisal is made.

School means

- 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
- the teachers and other staff members associated with the unit, and
- the facilities associated with the unit,

and includes a Provincial Resource Program and a Distributed Learning School operated by the Board.

Supervisor includes

- an employee's direct management supervisor,
- for school-based employees, the Principal, or any Vice-Principal at the school where the employee is assigned.

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.

Procedures

1. Who May Make a Disclosure

- 1.1. Any employee may report wrongdoing under this Administrative Procedure if the alleged wrongdoing occurred or was discovered while the employee was employed or engaged by the District.



Administrative Procedure 403

- 1.2. ~~Complaints or~~ Reports received from members of the public, school trustees, or from employees who were not engaged by the District at the time that wrongdoing occurred or is alleged to have occurred are outside the scope of this Administrative Procedure.

2. How to Make a Disclosure

- 2.1. An Employee who reasonably believes 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.
 - 2.1.4. The Ombudsperson.
- 2.2. A disclosure is to be submitted in writing using the disclosure form (Form 403-1) 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.
 - 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 Administrative Procedure 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 is not to 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

Administrative Procedure 403

acts or omissions must refer the allegations of wrongdoing to another person under this Administrative Procedure with responsibility for receiving a disclosure.

3. How to Make a Disclosure About Urgent Risk

- 3.1. 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.
- 3.2. Before making a public disclosure of an Urgent Risk the employee must:
 - 3.2.1. Consult with the relevant Protection Official (public health officer, Emergency Management BC, or police).
 - 3.2.2. Receive and follow the direction of that Protection Official, including if the Protection Official directs the employee not to make the public disclosure.
 - 3.2.3. Refrain from disclosing, publishing or otherwise sharing personal information except as necessary to address the Urgent Risk.
 - 3.2.4. 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.
 - 3.2.5. 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.
- 3.3. 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 2 above.
- 3.4. 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.

4. Referral of Disclosure to Designated Officer

- 4.1. Each Supervisor or other personnel who receives a disclosure or referral under this Administrative Procedure must promptly refer the disclosure or referral, including all disclosures forms (**Form 403-1**) and other materials supplied, to the appropriate Designated Officer as follows:
 - 4.1.1. Unless the allegations concern alleged wrongdoing by the Superintendent, the disclosure or referral shall first be referred to the Superintendent, who may

Administrative Procedure 403

delegate their duties under this Administrative Procedure to any other Designated Officer.

- 4.1.2. If the allegations concern alleged wrongdoing by the Superintendent, then the disclosure or referral is to be referred to the Secretary-Treasurer who shall act as the Designated Officer.
 - 4.1.3. 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 is to be referred to the Board Chair as the Designated Officer or any other Designated Officer.
5. If the allegations made in a disclosure or referral concern wrongdoing by all the Designated Officers listed in clauses 4.1.1, 4.1.2 and 4.1.3 above, then the disclosure or referral is to be referred to the Ombudsperson. Responsibilities of the Designated Officer
- 5.1. The Designated Officer is responsible to:
 - 5.1.1. Receive and respond to any disclosure or referral.
 - 5.1.2. Receive and respond to reports made by personnel about Urgent Risks.
 - 5.1.3. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official.
 - 5.1.4. Review allegations of wrongdoing in a disclosure or referral and determine if they fall within the scope of the PIDA or this Administrative Procedure.
 - 5.1.5. Refer disclosures or allegations falling outside the scope of the PIDA or this Administrative Procedure to the appropriate authority or dispute resolution process, as applicable.
 - 5.1.6. If a disclosure relates to wrongdoing at another government body that is subject to the PIDA, refer the disclosure to that institution.
 - 5.1.7. Seek clarification of the allegations of wrongdoing from the discloser or referring institution as needed.
 - 5.1.8. If appropriate, initiate an investigation into allegations of wrongdoing in accordance with section 7 below.
 - 5.1.9. Assess the risk of any reprisal to the discloser, and take appropriate action, if any, to mitigate that risk.
 - 5.1.10. Manage communications with the discloser and respondent
 - 5.1.11. Notify the discloser and the respondent of the outcome of the investigation in accordance with clause 7.7.

Administrative Procedure 403

- 5.1.12. Ensure that, in accordance with section 8 of this Administrative Procedure, 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.

6. Responsibilities of Employees

- 6.1. All employees are responsible to:
 - 6.1.1. Make any disclosures in good faith and based on a reasonable belief that wrongdoing has or is expected to occur.
 - 6.1.2. Refrain from engaging in reprisals and report all reprisals in accordance with this Administrative Procedure and the PIDA.
 - 6.1.3. Maintain the confidentiality of personal information received in connection with a disclosure, referral, request for advice or investigation in accordance with this Administrative Procedure, and the PIDA.
 - 6.1.4. Provide their reasonable cooperation with investigations by the District or the Ombudsperson.
 - 6.1.5. Seek appropriate advice if an employee is uncertain about whether to make a disclosure or a public disclosure of an Urgent Risk.
 - 6.1.6. Comply with the requirements of this Administrative Procedure and the PIDA concerning Urgent Risks.

7. Investigations

- 7.1. 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.
- 7.2. The District shall seek to complete all investigations within ~~30~~90 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.
- 7.3. 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.



Administrative Procedure 403

- 7.4. All investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
- 7.5. 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, if notice of the referral is provided to the applicable discloser.
- 7.6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - 7.6.1. The disclosure or referral does not provide adequate particulars of the wrongdoing.
 - 7.6.2. 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 this Administrative Procedure or the PIDA, or does not deal with wrongdoing.
 - 7.6.3. 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.
 - 7.6.4. The disclosure relates solely to a public policy decision.
 - 7.6.5. The allegations are already being or have been appropriately investigated by the Ombudsperson, the District or other appropriate authority.
 - 7.6.6. The investigation may compromise another investigation; or
 - 7.6.7. the PIDA otherwise requires or permits the District to suspend or stop the Investigation.
- 7.7. Subject to the District's obligations under FIPPA and clause 2.3. above, the discloser and the respondent(s) will be provided with a summary of the District's findings, including:
 - 7.7.1. Notice of any finding of wrongdoing.
 - 7.7.2. A summary of the reasons supporting any finding of wrongdoing.
 - 7.7.3. Any recommendations to address findings of wrongdoing.

8. Privacy and Confidentiality

- 8.1. 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 this

Administrative Procedure 403

Administrative Procedure and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.

- 8.2. 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.
- 8.3. Any person who, in their capacity as an employee of the 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 Administrative Procedure or the PIDA, except with the consent of the discloser or as authorized or required by the PIDA or other applicable laws.
- 8.4. 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 internally on a need-to-know basis.

9. Reprisals

- 9.1. The District will not tolerate reprisals against employees.
- 9.2. Any ~~member of personnel~~ employee who believes that they have been the subject of a reprisal may make a complaint to:
 - 9.2.1. The Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA.
 - 9.2.2. To a Designated Officer, who shall investigate the complaint in accordance with the provisions of this Administrative Procedure.
- 9.3. Any ~~member of personnel~~ employee who engages in ~~any~~ reprisals shall be subject to disciplinary action up to and including dismissal.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 *School Act*
Emergency Program Act
Freedom of Information and Protection of Privacy Act
Public Interest Disclosure Act

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