

Board Report

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

Background:

The Board of Education listed "G

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:

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		Cross references	School Act 103 (2) (a)	Repealed - School Act 85 (2) (a)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2.11	School Planning Councils			Recommended that this policy be deleted - the School Act section was Repealed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:

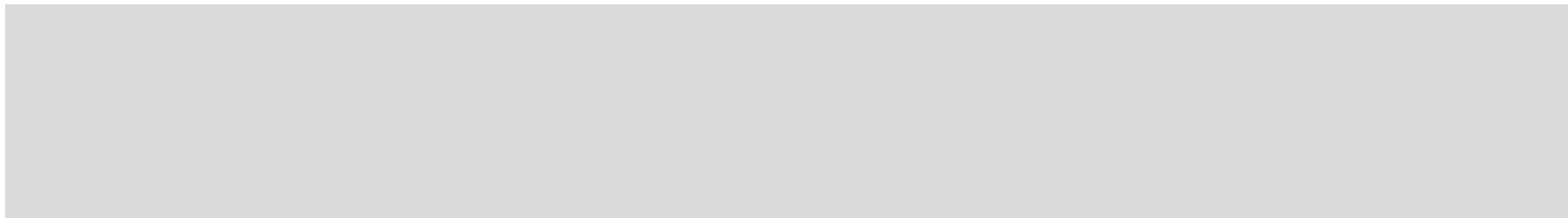
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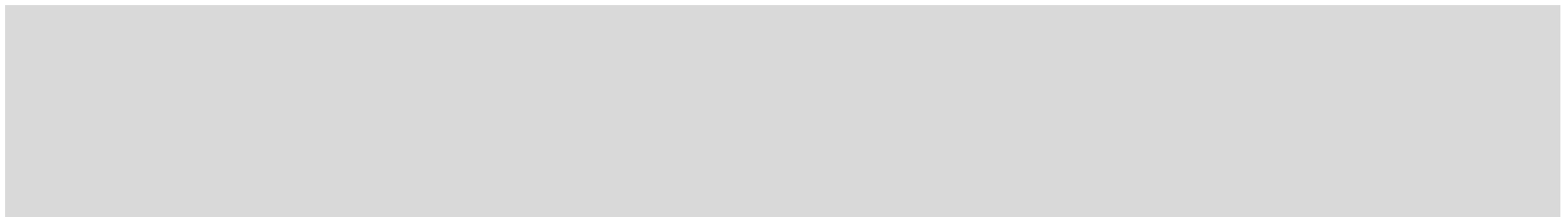
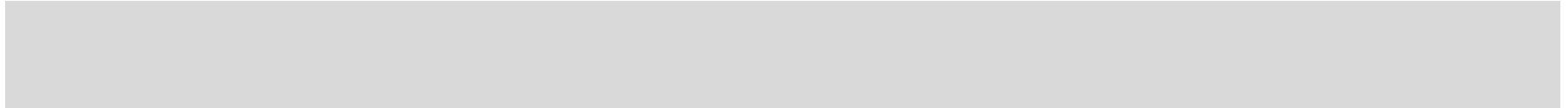
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3.30.01	Traffic and Pedestrian Safety for Students	Admin Procedures - Adult Crossing Guards - 1 Admin Procedures - Adult Crossing Guards - 3 Statutory	Board's Traffic and Safety Committee District Traffic and Safety Committee S.A. 103 (2)(a)	Board's Committee of the Whole Board's Committee of the Whole repealed
		Administrative Procedures	Student Patrols - Patrols on intersections adjacent to schools will be established in accordance with the Burnaby Municipal & R X Q F L O - V S R O L F \ R Q \ warrants adopted 1981-11-30	6 F K R R O \$ F W 1/2 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 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 Admin Regulations - 4 Admin Regulations - A 1	Parents School Parent Council (SPC) Parent Advisory Council (PAC) and the SPC School Planning Council	Parents/guardians PAC remove SPC PAC
		Admin Regulations - A 2 Heading	SPC 6 H F W L R Q « 6 F K R R O % f ' H O H W H 6 H F W L R Q «) H H V D Q G ' H S R V L W V 2 U G Order,..	PAC PAC



Policy # Policy Name

Policy #	Policy Name	Location in Document	Old Terminology	New Terminology
		Administrative Procedures 1	Maternity/Parenthood Leave Maternity/Parenthood Leave	Maternity / Parental / Adoption / Parenthood leave Maternity / Parental / Adoption / Parenthood leave



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		B. Administrative Procedures 9	As prescribed in the School Act (Regulation 91 (e)): "the principal is U H V S R Q V L E O H I R U « W K I conduct of pupils , both on school premises and during extra curricular activities off the school premises but organized or sponsored by the V F K R R O «	SA 91: Examinations and Reports by School Medical Officer There is not a section 91 in the School Act, School Regulations document 7 K H U H L V Q R W D V H F W L R Q ½ Add School Act 20
		B. Administrative Procedures 10	As prescribed in the School Act (Regulation 83 (b)): "each teacher V K D O O « S U R Y L G H V X F K necessary for the supervision of pupils on school premises and at school functions, whenever and Z K H U H Y H U K H O G «	SA 83: Financial Assistance 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: Interpretation 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: Interpretation 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

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		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

