



# School District No. 54 (BULKLEY VALLEY)

*"To empower all learners to live the challenges of a diverse and changing world."*

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VIA: Email

May 5, 2022

Dear SD54 Parents &/or Guardians and Policy Stakeholders,

## Consultation on Policy Revisions

Policy revision continues to be ongoing focus of the board of education and the board values the consultative input of its stakeholders throughout the process.

Attached you will find the following two new policies which has undergone multiple draft revisions by the policy committee. We would appreciate your consideration and comment with respect to these new policies.

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| <ol style="list-style-type: none"><li>1) Policy #6.430 – Video Surveillance</li><li>2) Policy #1.400 – Trustee Orientation</li></ol> |
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Policy # 6.430 is an existing policy that required revisions to be completed to align with the School Act and changes to the FOIPPA Act.

Policy # 1.400 is new policy directed towards providing information on requirements for educating new trustees and community members contemplating running for school trustee in an upcoming Provincial Election.

We would appreciate receiving your comments prior to Thursday, June 9<sup>th</sup>, 2022. It is our hope to present final draft revisions to the Policy Committee on Tuesday, June 14<sup>th</sup>, 2022 and seek board approval at the June 28<sup>th</sup>, 2022 board meeting. You would be welcome to attend both committee and board meetings.

Should you have any questions, please do not hesitate to contact myself directly at 250-877-6825.

Yours truly,

Dave Margerm  
Secretary Treasurer  
School District #54(Bulkley Valley)

/bk

Attachments

cc: M. McDiarmid, Superintendent of Schools  
M. Monkman, Assistant Superintendent  
Policy Committee

**SCHOOL DISTRICT 54**  
**(Bulkley Valley)**

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**VIDEO SURVEILLANCE**

**6.430**

**INTRODUCTION**

The Board of Education of School District No.54 (Bulkley Valley) authorizes the use of closed-circuit television surveillance on School District property and buses for the purposes of enhancing the safety of students, staff and members of the public, protecting property, unauthorized access and deterring vandalism and other violence and destructive acts.

The School District also recognizes the importance of personal privacy in our community, and supports the use of surveillance in a manner that minimizes encroachments upon the privacy of students, staff, volunteers and the general public. Accordingly, the use and operation of video surveillance within the School District will be subject to privacy considerations and applicable statutory limits and requirements

**POLICY**

**1. Implementation of Surveillance**

Before introducing new video surveillance systems in any school or facility or program:

- a. The Superintendent or Secretary Treasurer will produce or cause to be produced a report documenting the reasons why video surveillance is being considered, citing (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance, identifying any less intrusive alternatives that have been considered and why they would not be an adequate alternative to surveillance, and setting out the methods that will be used to minimize the privacy impact of the surveillance initiative; and
- b. If video surveillance is to be used within a school or adjacent lands, the School District will provide notice of its plans to the applicable parent advisory council. In accordance with and as required under 74.01 of the School Act, the School District shall obtain the approval of the parent advisory council before proceeding with implementation of the surveillance system.
- c. Where the School District deems it appropriate, the School District may undertake consultations with other affected individuals about the implementation of surveillance, such as students, parents, staff or members of the community.

## **2. Limitations on Collection, Use and Disclosure of Surveillance**

- a. The District will make reasonable efforts to limit the collection of information through video surveillance to only that which is needed to achieve the intended purpose, and with consideration for the privacy interests of those affected.
- b. Recordings may be accessed, used and viewed when required to investigate incidents raising concerns about personal safety, damage to property or a contravention of law or school rules or policies.
- c. Video surveillance is not used to routinely monitor student or employee productivity or performance. The School District reserves the right to rely on footage in the event that it captures evidence relevant to any incident, investigation or proceeding.
- d. Disclosure of video surveillance recordings will be limited to disclosures that are authorized or permitted under the *Freedom of Information and Protection of Privacy Act* and other applicable laws.

## **3. Installation, Operation and Notification**

- a. Only authorized personnel or designated service providers will be permitted to install, service or maintain surveillance equipment.
- b. Only authorized persons will have access to the system's controls and to its reception equipment, and the School District will limit such access to those of its authorized personnel with a need to exercise such access.
- c. Video viewing monitors will not be located in a position that will enable public viewing of surveillance footage, and reasonable security measures will be in place to secure surveillance equipment from unauthorized access, loss, theft or tampering.
- d. The School District shall maintain logs of all instances of access to, and use of, recorded material which shall be routinely audited to detect any unauthorized access to or use of footage.
- e. Where a decision to implement video surveillance systems has been authorized, the School District will ensure that affected staff, students, volunteers and the public are notified of surveillance equipment locations and the purposes for using video surveillance. Notification will be by means of clearly worded signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the building administrator or designate staff person who can answer questions about the surveillance system.

#### 4. Security and Retention

- a. Videotapes or digital video or audio files shall be stored in a locked filing cabinet or in a secure manner in an area to which only authorized persons have access.
- b. Videotapes or digital video files may never be sold, publicly viewed or distributed except as provided under this policy or as permitted under the *Freedom of Information and Protection of Privacy Act* or other applicable laws.
- c. The School District reserves the right to use or share video tape for the purposes of investigation into any incident occurring on School District property, in connection with legal claims or the possible violation of laws. Video footage may, where appropriate, be shared with the School District's insurers or legal advisors or used as evidence in legal proceedings.
- d. Videotapes or digital videos shall generally be erased within one month except as required by law or unless they are being retained for documentation related to a specific incident.
- e. Video footage that is retained by the School District after one month, will only be retained as necessary to fulfill the purposes for which it has been retained, subject to the record retention requirements under the *Freedom of Information and Protection of Privacy Act* and other applicable laws.

#### 5. Access by Affected Individuals

- a. Requests to view a segment of tape or digital video files will be granted at the discretion of the School District and only to the extent that such access is permissible under the *Freedom of Information and Protection of Privacy Act* and other applicable laws.
- b. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the *Freedom of Information and Protection of Privacy Act*.

#### 6. Application to Buses

- a. The School District may utilize surveillance on school buses for the purposes of ensuring the safety and security of students, staff and for property protection purposes. Cameras may be installed in buses in order to:
  - i. identify, respond to and investigate safety issues taking place on school buses, in which case the surveillance systems will monitor activity taking place inside the bus;
  - ii. identify, respond to and investigate safety or other incidents taking place in areas exterior to the bus, in which case surveillance cameras may capture images of students boarding and disembarking and the lawful or unlawful actions of drivers travelling in close proximity to school buses.
- b. The School District will ensure signage is in place to alert students, staff and members of the public that surveillance is in use in accordance with section 3 above.

- c. To the extent permitted under the *Freedom of Information and Protection of Privacy Act*, the School District reserves the right to share footage of any unsafe driving or illegal activity with law enforcement authorities.

**7. Out of Scope**

The use of covert surveillance for investigative purposes is outside the scope of this Policy.

**8. Annual Review**

The Superintendent of Schools, Secretary Treasurer or designate, shall conduct an annual review of use of surveillance in the School District. A report will be provided to the Board following the Superintendent's review.

DRAFT

Amended: XXXX, 2022  
Adopted: May 16, 2000

# SCHOOL DISTRICT 54 (Bulkley Valley)

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## TRUSTEE ORIENTATION

1.400

### POLICY

Recognizing the fact that the role of a school trustee is complex and demanding, the board and senior staff will make every effort to assist new board members to become fully informed about the board's policies and procedures and with educational programs and services in the school district. Because the Board of Education, as the policy-making authority of the School District No. 54 (Bulkley Valley), is responsible to the public for the successful operation of the school system, and because that success is directly dependent upon each board member's ability to participate meaningfully in the decision-making process which governs the system, it shall be the policy of the board to provide, as soon as practicable, for the orientation of newly-elected trustees.

Following the filing of nomination papers and during the period of their candidacy, the superintendent will cooperate impartially with all candidates in providing them with information about the school system. The superintendent may elect to provide an orientation for trustee candidates prior to the election, and/or the board chair, or designate, and superintendent may also elect to provide an informational session prior to prospective candidates submitting their paper work for elections.

Once elected, the board chairperson, with the assistance of the superintendent, will arrange for a series of meetings with trustees, the superintendent and other district staff for the purpose of acquainting the newly-elected trustees with:

- a) The school district governance model;
- b) The roles of the board and individual trustees;
- c) The management organizational structure and the roles; and functions of the superintendent and other district staff;
- d) The policy and regulation development process;
- e) Strategic Planning;
- f) Financial oversight;
- g) The board meeting agenda development process;
- h) Programs and services in the district;
- i) Other areas as required or requested by trustees.

The trustee orientation shall be conducted as soon as feasible after the elections. Newly-elected trustees will also be encouraged to participate in the New Trustees' Seminar organized by the British Columbia School Trustees' Association

Adopted: XXXXX, 2022