



BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

OPERATIONS COMMITTEE  
AGENDA

Thursday, June 21<sup>st</sup>, 2018 from 12:30-2:00 pm  
School Board Office – Gibsons, BC

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1. Emergency Preparedness
2. Summer Work
3. Regulation 1885 - Trespassing and Maintaining Order
4. Regulation 1888 - Use of Privately Owned Personal Computers
5. Regulation 1890 - Video Surveillance
6. Regulation 1950 - Visitors
7. Regulation 3870 - Use of Potentially Dangerous Equipment
8. Transportation Review (standing item)
9. Local Government OCP / Zoning Referrals (standing item)

# Staff Emergency Procedures

## Lockdown

**Used in response to an armed or dangerous assailant WITHIN the school.**

### Lockdown

- Gather people in your vicinity into a secure room – do this quickly
  - Close and secure doors
  - Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
  - Silence all cell phones and ask they be placed face down on floor
  - Alert other occupants by any means available and/or call 911 - only if safe to do so
- Or Leave Safe If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

\*Normal activities in the school cease. Await police response.

## Hold & Secure

**Used if there is a security concern in the neighbourhood**

Bring everyone into the school and remain inside

Secure exterior doors

Close exterior window blinds/drapes (if available)

No one may enter or exit the school during Hold and Secure

\*Typically normal activities continue WITHIN the school.

## Room Clear

**Used to move people away from a hazard contained in one room/area**

Direct students to leave the room/area and report to designated area (Ex. Library)

Summon assistance as needed and appropriate (Ex: call First Aid Attendant, Principal/Vice Principal, Building Engineer, 911)

\*Staff should remain to manage the situation arising or exit if the room is unsafe

## Shelter in Place

**Used if an environmental hazard may impact the school**

Bring everyone into the school and remain indoors

Secure exterior doors and windows

Close exterior window blinds/drapes (if available)

Turn off all ventilation systems (if locally available/situation dependent)

Staff designates will monitor access to the school via the main entrance.

Access may be denied if a risk exists that jeopardizes the safety of occupants

\*Typically normal activities continue WITHIN the school

## Evacuate

**Used to move people out of the school when a hazard exists inside**

Direct students and other staff to exit the school via the shortest safe route

Report to and assemble outside at the designated assembly site

\*Principal or designate will determine next steps

## Drop, Cover, and Hold On

**Used in the event of an earthquake, explosion, or any event that shakes the school**

Quickly move away from obvious hazards

**Drop** - low to the ground

**Cover** - take **Cover** under a sturdy table, desks, furniture, or other large sturdy items

**Hold On** - to the furniture you are under and stay there until the shaking stops

After the shaking stops, wait 60 seconds and then Evacuate via the shortest safe route

Report to and assemble outside at the designated assembly site

\*Principal or designate will determine next steps

## EMERGENCY TERMINOLOGY QUICK REFERENCE

### More Information

### CONTACTS

Paul Bishop

email: [pbishop@sd46.bc.ca](mailto:pbishop@sd46.bc.ca)

office: 604.886-4487

Your School –Based  
Occupational Health and  
Safety Committee

### MORE INFORMATION

Health and Safety Webpage  
Staff can access via:

- [Engage.sd46.bc.ca](http://Engage.sd46.bc.ca)
- Health & Safety Site
- Human Resources
- Emergency Procedures

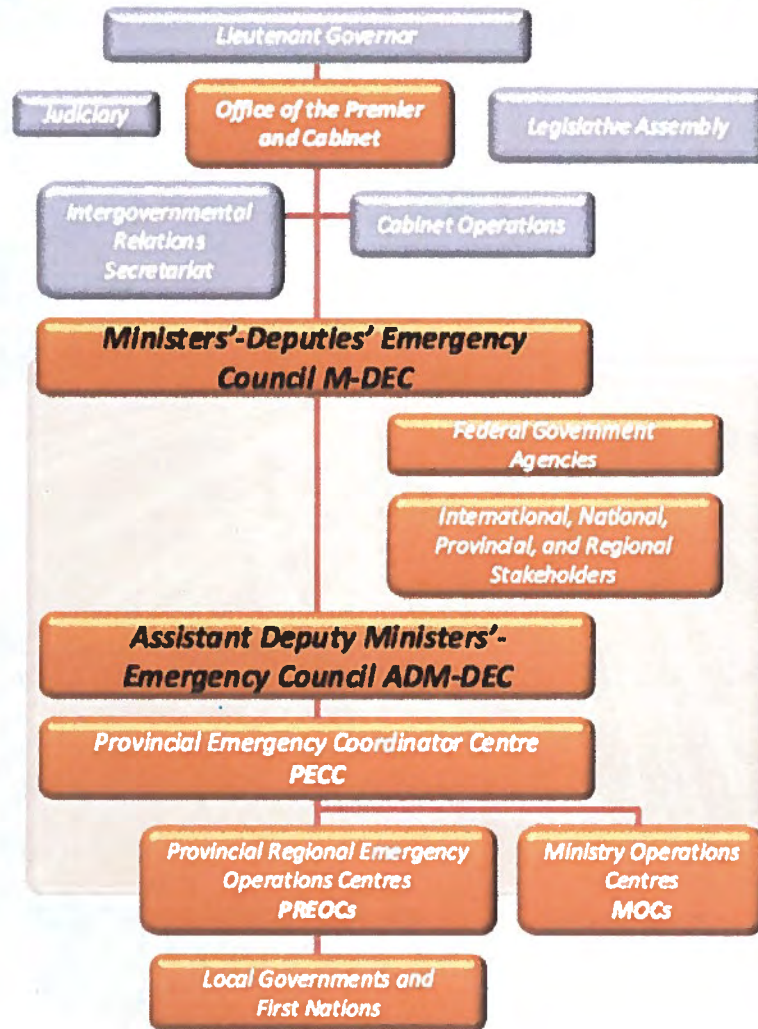
### EMERGENCY ASSEMBLY AREA

This Site's Assembly Areas:





## Provincial-scale Activation



**Summer Work Plan 2018**

| Facility | Project                        | Driver                     | Contractor                 | SD46 Forces                   | Status                      | Timeline    | Notes                      |
|----------|--------------------------------|----------------------------|----------------------------|-------------------------------|-----------------------------|-------------|----------------------------|
| LES      | Move portable #23 to Maint.    | Refurbishment              | KE Truckng                 | Electrical/Carpentry/Grounds  | Waiting for STS to move out | July        | Remove fencing?            |
| ESS      | Replace Bleachers              | System renewal             | Taledi                     | Electrical                    | PO issued                   | Mid August  | Wood donation to ESS       |
| ESS      | Replace Science Labs           | Asbestos floor/countertops | Custom Carpet/Nucor Hazmat | Carpentry/Plumbing/Electrical | PO issued/Labs being built  | July/August | Need to demo by July       |
| ESS      | Interior Reno                  | Systems renewal            | N/A                        | Paint/Carpentry               | In progress                 | Mid July    | Completion in early July   |
| ESS      | Duct Cleaning                  | Maintenance                | National Air Technologies  | None                          | PO Issued                   | August      |                            |
| GES      | Add portable #20               | Increase capacity          | KE Trucking                | Carpentry/Electrical/Painting | in progress                 | July        | Excavation needed at GES   |
| GES      | Add Fibar to Kindergarten      | Safety                     | Habitat                    | Grounds                       | Ordered                     | July        |                            |
| GES      | Accoustic Fence/Heat pump      | Asthetics/Sound            |                            |                               | On hold                     |             |                            |
| GHS      | Replace elevator               | System renewal             |                            | None                          | Getting quotes              |             |                            |
| CGES     | HVAC upgrade                   | System renewal             | Ram Mechanical             | None                          | PO issued                   | July/August |                            |
| CGES     | Mezzanine flooring             | System renewal             | Bravo Floors               | Labour/Carpentry              | PO issued                   | July/August | Carpet tile                |
| CGES     | Rebuild modular deck           | Decking failure            |                            | Carpentry                     |                             | August      |                            |
| RCES     | HVAC upgrade                   | System renewal             | Ram Mechanical             | None                          | PO issued                   | July/August |                            |
| Maint.   | Move in portable #23           | Refurbishment              | KE Trucking                | Carpentry/Electrical          | Waiting on STS              | July        |                            |
| Maint.   | Remove fuel tank               | Safety                     | TBD                        | TBD                           | Getting quotes              |             |                            |
| DBES     | Add portable #12               | Increase capacity          | KE Trucking/Custom Carpet  | Electrical/Carpentry/Grounds  | On site                     | July        | Add power/interior repaint |
| DBES     | Hardie Plank Portable #12      | System renewal             |                            | Carpentry                     | Order Hardie                | July        |                            |
| KES      | Add totem to foyer             | School                     |                            | Carpentry                     | Waiting on Eng.             | ?           |                            |
| SLC      | Paint Sunshine Building Ext.   | System renewal             | Lindel Painting            | None                          | PO issued                   | July/August |                            |
| SLC      | Paint Library Exterior         | System renewal             |                            | Painters/Labourers            |                             | September   |                            |
| CSS      | Roofing                        | System renewal             | Cascade Roofing            |                               | PO issued                   | July/August |                            |
| WSES     | Add power to portable          | Increase capacity          |                            | Electrician                   |                             | July        |                            |
| PHSS     | Asbestos abatement             | Safety                     | Nucor Hazmat               | None                          | PO issued                   | July        | Fire dampers               |
| All      | Water testing                  | Safety                     |                            | Plumbers                      |                             | July/August | All schools                |
| All      | Add fountains to Kindergartens | Safety                     |                            | Plumbers                      | in progress                 | July/August | Filtered fountains         |
| All      | Topdress all fields            | Field improvments          | Kennedy Trucking           | Gardeners                     |                             |             |                            |
| All      | Add window film to wired glass | Safety                     |                            | Carpentry                     | In progress                 | July/August | High and medium risk       |
| All      | Paint parking lines/play lines | System renewal             |                            | Painting                      |                             | July        |                            |
| All      | Summer Clean                   | Preperation for 2019/2020  |                            | Custodial Dept.               | In progress                 | July/August |                            |

Title: **Trespassing and Maintaining Order**  
 Category: **Administration**  
 Number: **1885**

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**I. Rationale:**

The District believes in the safety of students and staff. Section 177 of the School Act, "Maintenance of Order", gives authority to employees to maintain that order.

**II. Visitors**

- A. Principals shall establish guidelines and procedures for visitors to their school.
- B. Clearly visible printed or painted signs shall indicate to all visitors that it is necessary for them to report to the school office before proceeding to any other part of the school building.
- C. Staff who have invited resource people to the school shall notify the school office of the arrangements.
- D. Staff and administration that become aware of visitors who have bypassed the established procedures shall request the person to report to the office.

**III. Maintaining Order**

- A. By September 30, Principals shall submit a list of staff to the Superintendent to request the right to suspend students or to direct persons off of school grounds.
- B. Any person interrupting or disturbing a school or a school function, wherever it is held, shall be directed to leave the premises by the principal or designate as per section 177 of the *School Act*.
- C. If the person so directed does not leave the premises immediately, the authorized person shall request assistance from the R.C.M.P. Neither force nor any physical contact shall be used under any circumstances other than self-defense.
- D. The person so directed shall not enter on the premises again unless prior approval is given by the Principal or other administrator.
- E. Report the incident to the superintendent or designate in writing:
  - 1. Provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal.
  - 2. Document the incident, including the following information at a minimum:
    - a) name of school;
    - b) date, time, and location of incident or incidents;
    - c) description of incident or incidents (i.e. what happened, who was



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involved, etc.);

d) name (and contact information, when possible) of person excluded under section 177;

e) name of principal or other administrator who directed the person to leave school property;

f) length of exclusion;

g) date for review; and

h) name of person completing document.

F. School Administration shall inform the appropriate staff of the person excluded.

G. School staff will approach any person loitering on school property to confirm the reason for their presence. They will be informed that they are trespassing if they have no legitimate reason to be on the school site. No attempt whatever shall be made to detain or apprehend the person.

H. Any suspicious incidents shall be promptly reported to the R.C.M.P.

I. The principal shall maintain a record of names, dates, and times of incidents of trespassing.

J. The line of authority in enforcing this regulation shall be the principal, the vice-principal, a teacher or delegate as authorized by the principal, a custodian. In the absence of the person(s) previously named, the next person(s) in the list shall act with full authority when the security of the school environment or the safety of students is threatened.

**Received:**

**References:** *School Act, Section 177*





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**I. Rationale:**

~~I.~~—The District believes in the safety of students and staff. Section 177 of the School Act, “Maintenance of Order”, gives authority to employees ~~the power~~ to maintain that order.

**Visitors**

**II.**

~~I.~~—Principals shall establish guidelines and procedures for visitors to their school.

~~II.A.~~ ~~These guidelines shall be communicated to all potential visitors.~~

~~III.~~—Clearly visible printed or painted signs shall indicate to all visitors that it is necessary for them to report to the school office before proceeding to any other part of the school building.

~~B.~~

~~IV.~~—Staff who have invited resource people to the school shall notify the school office of the arrangements.

~~C.~~

Staff and administration that become aware of visitors who have bypassed the established procedures shall request the person to report to the office.

~~D.~~

**Maintaining Order**

**III.**

~~A.~~ ~~By September 30, Principals shall submit a list of staff to the Superintendent to request the right to suspend students or to direct persons off of school grounds.~~

~~II.B.~~ Any person interrupting or disturbing a school or a school function, wherever it is held, shall be directed to leave the premises by the principal or designate as per section 177 of the School Act.

~~III.C.~~ If the person so directed does not leave the premises immediately, the

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authorized person shall request assistance from the R.C.M.P. Neither force nor any physical contact shall be used under any circumstances other than self-defense.

D. The person so directed shall not enter on the premises again unless prior approval is given by the ~~administrative officer~~ Principal or other administrator ~~authorized to give that approval.~~

E. Report the incident to the superintendent or designate in writing:

1. Provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal.

2. Document the incident, including the following information at a minimum:

a) ~~e~~-name of school;

b) \_\_\_\_\_

~~e~~-date, time, and location of incident or incidents;

c) \_\_\_\_\_

~~e~~-description of incident or incidents (i.e. what happened, who was involved, etc.);

d) \_\_\_\_\_

~~e~~-name (and contact information, when possible) of person excluded under section 177;

e) \_\_\_\_\_

~~e~~-name of principal or other administrator who directed the person to leave school property;

f) \_\_\_\_\_

~~e~~-length of exclusion;

g) \_\_\_\_\_

~~e~~-date for review; and

~~e~~-name of person completing document.

IV. \_\_\_\_\_



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h)

~~V.~~—School Administration shall inform the appropriate staff of the person excluded. Groups permitted to use school premises shall, in the event of interruption or disturbance, follow Regulations 1 and 2.

F.

~~VI.~~—School staff will approach aAny person loitering on school property to confirm the reason for their presence. They will be informed that they are trespassing if they have no legitimate reason to be on the school site, without a legitimate reason, shall be checked, identified and warned of trespassing. No attempt whatever shall be made to detain or apprehend the person.

G.

~~VII.~~—Any suspicious incidents shall be promptly reported to the R.C.M.P.

H.

~~VIII.~~—The principal shall maintain a record of names, dates, and times of incidents of trespassing.

I.

~~IX.~~J. The line of authority in enforcing this regulation shall be the principal, the vice-principal, a teacher or delegate as authorized by the principal, a custodian. In the absence of the person(s) previously named, the next person(s) in the list shall act with full authority when the security of the school environment or the safety of students is threatened.

**Received:**

**References:** *School Act*, Section 177

Title: **Video Surveillance**

Category: **Administration**

Number: **1890**

**Revised**

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**I. Rationale:**

The Board of Education recognizes that controlled video surveillance can contribute to the safety of students, staff and others on district premises and can be a valuable tool to aid in investigation of destructive acts, theft and/or other criminal activities. The Board also recognizes its obligations to protect the privacy rights of individuals.

**II. Use of Cameras:**

A. Video cameras may be used to monitor and/or record.

B. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent of Schools describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives. The report will detail (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance. The report must indicate that consultation with the school community, including Parent Advisory Councils, has taken place. If the requirement for surveillance is required on a temporary basis for a specific investigative purpose, the district reserves the right to waive consultation.

C. If a surveillance camera is to be used within a school facility or on school land, the Board will provide notice of its plans to the applicable Parent Advisory Council. In accordance with and as required under Section 74.01 of the *School Act*, the Board must obtain the approval of the Parent Advisory Council before proceeding with implementation of the surveillance system.

D. Where the Board deems it appropriate, the Board may undertake consultations with other affected individuals regarding the implementation of surveillance, such as students, parents, staff or members of the community.

E. Signs must be clearly written and prominently displayed to notify the public of video surveillance. Notices must include contact information for the building administrator or designated staff responsible for answering questions about the surveillance system. Signs indicating that video surveillance is in the area shall not be posted in locations where video surveillance is not operational.

F. The Superintendent of Schools or designate must authorize any exceptions to II.C (e.g. a time limited specific investigation into criminal conduct or identifying specific safety or security issues). Such authorization will only occur if covert surveillance is essential to the investigation and this outweigh the privacy interest of those likely to be observed and after a detailed, comprehensible assessment of

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alternative options has occurred. Covert surveillance will not be authorized on an ongoing basis.

G. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor.) Any change in camera location must be authorized in the same manner.

H. Video surveillance is not to be used ordinarily in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms.) Any exception to this must be authorized by the Superintendent of Schools.

I. The periods of surveillance of public areas should be limited to times when problems are most likely to occur.

J. All organizations that rent/occupy any part of the school property after hours must be advised that a recording CCTV system is in use and could potentially capture individuals' images.

### III. **Security**

A. Video cameras will be installed only by a designated employee or service provider of the school district. Only designated employees/service providers and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or recorded images.

B. Only authorized persons will have access to the system's controls and recording equipment, and the Board will limit such access to those of its authorized personnel with a need to exercise such access. Reasonable security measures will be in place to secure surveillance equipment from unauthorized access, loss, theft or tampering.

C. A log of all instances of access to and use of recording will be maintained.

D. When implementation of an overt surveillance system has been authorized, the Board will ensure that affected staff, students, volunteers and the public are notified of signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the designated staff person who can answer questions about the surveillance system.

E. Recorded images will be stored in a secure location not normally accessible to students and the public, and can only be accessed by authorized personnel.

F. Recorded images 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.

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#### **IV. Viewing of Recorded Images**

- A. Video monitors used to view recorded images should not be located in a position that enables public viewing.
- B. Recorded images will only be viewed by:
1. the building administrator or individual authorizing camera installation;
  2. management staff responsible for transportation where the image is from a bus surveillance system;
  3. parent and students (see IV.D below);
  4. school district staff with a direct involvement with the recorded contents of the specific recorded images;
  5. employees or agents responsible for the technical operations of the system (for technical purposes only);
  6. an employee or student facing any disciplinary action may authorize their union representative or other advocate to view the recorded images; and
  7. law enforcement agencies at the discretion of the administrator.
- C. The site administrator has the authority to grant temporary emergency responder access to closed circuit monitoring for that site:
1. For a specific defined training exercise; and
  2. In the event of an emergency situation.
- D. Parents or guardians requesting to view a recorded images of their child(ren) will be permitted to the extent that such access is permissible under the *Freedom of Information and Protection of Privacy Act* and other applicable laws. Students may view recorded images relating to themselves if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*. 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 ground recognized in the *Freedom of Information and Protection of Privacy Act*.
- E. Student/parent/guardian viewing must take place in the presence of an administrator or authorized individual. A student/parent/guardian has the right to request that an advocate be present during viewing.

#### **V. Retention of Recorded Images**

- A. The Board reserves the right to use or share recorded images for the

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purposes of investigation into any incident occurring on School District property, in connection with legal claims or the possible violation of laws. Recorded footage may, where appropriate, be shared with the School District's insurers or legal advisors, or used as evidence in legal proceedings.

B. Recorded images shall be erased within one month, unless they are being retained as documentation related to a specific incident, or are being transferred to the board's insurers or legal advisors.

C. Recorded images that are retained under V.B 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.

## VI. Review

A. Each building administrator is responsible for the proper implementation and control of the video surveillance system.

B. The Superintendent of Schools, or designate, will conduct a review at least annually to ensure that this regulation is being adhered to. The Superintendent will make a report to the Board on the use of video surveillance in the School District.

Revised: August 2001

References:

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**I. Rationale:**

The Board of Education recognizes that controlled video surveillance can contribute to the safety of students, staff and others on district premises and can be a valuable tool to aid in investigation of destructive acts, theft and/or other criminal activities. The Board also recognizes its obligations to protect the privacy rights of individuals.

**II. A. Use of Cameras:**

1.A. Video cameras may be used to monitor and/or record. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor.) Any change in camera location must be authorized in the same manner.

B. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent of Schools describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives. The report will detail (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance. The report must indicate that consultation with the school community, including Parent Advisory Councils, has taken place. If the requirement for surveillance is required on a temporary basis for a specific investigative purpose, the district reserves the right to waive consultation.

C. If a surveillance camera is to be used within a school facility or on school land, the Board will provide notice of its plans to the applicable Parent Advisory Council. In accordance with and as required under Section 74.01 of the School Act, the Board must obtain the approval of the Parent Advisory Council before proceeding with implementation of the surveillance system.

2. Where the Board deems it appropriate, the Board may undertake consultations with other affected individuals regarding the implementation of surveillance, such as students, parents, staff or members of the community.

3.D. The periods of surveillance of public areas should be limited to times when problems are most likely to occur.

E. Public notification signs Signs must be clearly written and prominently displayed, must be in place in areas that are subject to video surveillance to notify the public of video surveillance. Notices must include contact information of for the building administrator or designated staff person who is responsible for answering

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questions about the surveillance system. Signs indicating that video surveillance is in the area shall not be posted in locations where video surveillance is not operational.

4.F. The Superintendent of Schools or designate must authorize any exceptions to II.C A (e.g. a time limited specific investigation into criminal conduct or identifying specific safety or security issues). Such authorization will only occur if covert surveillance is essential to the investigation and this outweigh the privacy interest of those likely to be observed and after a detailed, comprehensible assessment of alternative options has occurred. Covert surveillance will not be authorized on an ongoing basis. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent of Schools.

5.G. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor.) Any change in camera location must be authorized in the same manner.

H. Video surveillance is not to be used ordinarily in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms.) Any exception to this must be authorized by the Superintendent of Schools.

I. The periods of surveillance of public areas should be limited to times when problems are most likely to occur.

6.J. All organizations that rent/occupy any part of the school property after hours must be advised that a recording CCTV system is in use and could potentially capture individuals' images.

### III. B. Security

1.A. Video cameras will be installed only by a designated employee or ~~agent~~ ~~service provider of~~ the school district. Only designated employees ~~or agents~~ /service providers and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or ~~videotapes~~ recorded images.

B. Only authorized persons will have access to the system's controls and recording equipment, and the Board will limit such access to those of its authorized personnel with a need to exercise such access. Reasonable security measures will be in place to secure surveillance equipment from unauthorized access, loss, theft or tampering.

C. A log of all instances of access to and use of recording will be maintained.



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D. When implementation of an overt surveillance system has been authorized, the Board will ensure that affected staff, students, volunteers and the public are notified of signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the designated staff person who can answer questions about the surveillance system.

2.E. Videotapes shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access. Recorded images will be stored in a secure location not normally accessible to students and the public, and can only be accessed by authorized personnel.

3.F. Tapes Recorded images may never be sold, publicly viewed or distributed in any fashion other than as provided for by this policy and appropriate legislation, except as provided under this policy or as permitted under the *Freedom of Information and Protection of Privacy Act* or other applicable laws.

#### IV. C. Viewing of Tapes Recorded Images

A. Video monitors used to view videotapes recorded images should not be located in a position that enables public viewing.

B. Recorded images will only be viewed by:

1. Videotapes may only be viewed by the building administrator or individual authorizing camera installation, by authorized parents and students (No. C. 2 below), or by school district staff with direct involvement with the recorded contents of the specific videotape, or employees or agents responsible for the technical operations of the system (for technical purposes only.) the building administrator or individual authorizing camera installation;

2. management staff responsible for transportation where the image is from a bus surveillance system;

3. parent and students (see IV.D below);

4. school district staff with a direct involvement with the recorded contents of the specific recorded images;

5. employees or agents responsible for the technical operations of the system (for technical purposes only);

6. an employee or student facing any disciplinary action may authorize their union representative or other advocate to view the recorded images; and

7. law enforcement agencies at the discretion of the administrator.

C. The site administrator has the authority to grant temporary emergency

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responder access to closed circuit monitoring for that site:

1. For a specific defined training exercise; and
2. In the event of an emergency situation.

D. Parents or guardians requesting to view a segment of tape that includes their child/children may do so recorded images of their child(ren) will be permitted to the extent that such access is permissible under the Freedom of Information and Protection of Privacy Act and other applicable laws. Students may view recorded images relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. segments of tape relating to them. Student/parent/guardian viewing must be done in the presence of an administrator. A student, parent or guardian has the right to request an advocate to be present. 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 ground recognized in the Freedom of Information and Protection of Privacy Act.

1.E. Student/parent/guardian viewing must take place in the presence of an administrator or authorized individual. A student/parent/guardian has the right to request that an advocate be present during viewing.

#### **V. D. Retention of Videotapes Recorded Images**

1.A. Where an incident raises a prospect of a legal claim against the school board, the tape, or a copy of it, shall be sent to the school board's insurers. The Board reserves the right to use or share recorded images for the purposes of investigation into any incident occurring on School District property, in connection with legal claims or the possible violation of laws. Recorded footage may, where appropriate, be shared with the School District's insurers or legal advisors, or used as evidence in legal proceedings.

2.B. Videotapes Recorded images shall be erased within one month, unless they are being retained at the request of the building administrator, board officer, employee, parent or student for documentation relating to a specific incident, as documentation related to a specific incident, or are being transferred to the board's insurers or legal advisors.

C. Recorded images that are Tapes retained under V.BD-2 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.

3. shall be erased as soon as the incident in question has been resolved,

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~~except that if the tape has been used in the making of a decision about an individual, the tape must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf on the individual.~~

**VI. E. Review**

~~1.A.~~ Each building administrator is responsible for the proper implementation and control of the video surveillance system.

~~2.B.~~ The Superintendent of Schools, or his designate, ~~shall~~ will conduct a review at least annually to ensure that ~~this policy and procedures~~ this regulation ~~are~~ is being adhered to. The Superintendent will make a report to the Board on the use of video surveillance in the School District.

~~3. Video monitoring is to be carried out in accordance with this policy and these procedures.~~

~~Adopted:~~ August 2001

~~Revised:~~ August 2001

**References:**

DRAFT



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

1950

### VISITORS

1. Principals shall establish guidelines and procedures for visitors to their school.
2. These guidelines shall be communicated to all potential visitors.
3. Clearly visible printed or painted signs shall indicate to all visitors that it is necessary for them to report to the school office before proceeding to any other part of the school building.
4. Staff who have invited resource people to the school shall notify the school office of the arrangements.
5. Staff and administration who become aware of visitors who have bypassed the established procedures shall request the person to report to the office.

|                                    |                         |
|------------------------------------|-------------------------|
| <b>Date approved:</b> January 1996 | <b>Reference:</b>       |
| <b>Date revised:</b>               | <b>Supt. Signature:</b> |



School District No. 46 (Sunshine Coast)

## Administrative Regulations

### FACILITIES

3870

#### USE OF POTENTIALLY DANGEROUS EQUIPMENT

In schools, there are times when it is desirable to use potentially dangerous equipment. In such cases, schools have a duty to ensure that student safety is of the highest priority.

1. The use of potentially dangerous equipment (examples include microwave ovens, paper cutters and industrial education shop equipment) shall be age appropriate and shall be supervised by a person who has been instructed in its safe use.
2. The Portable Personnel Lift (“Cherry Picker”) shall only be used as follows:
  - a. Only adults are to use the Portable Personnel Lift.
  - b. No staff or volunteer shall set up or use the Portable Personnel Lift without:
    - i. Viewing the Portable Personnel Lift Safety Training Video
    - ii. Reading the Manufacturers Instruction Manual
    - iii. Signing the appropriate form indicating that they have carried out (i) and (ii) above
    - iv. Following all directions in (i) and (ii) above
  - c. The Director of Facilities shall ensure that the Portable Personnel Lift is maintained and serviced according to the schedule in the Manufacturers Instruction Manual.

**Date adopted:** February 28, 2000  
**Revised:** August 23, 2002

**Reference:**

**Supt. Signature:**

**DISTRICT of SECHELT**

**REFERRAL FORM**

P.O. Box 129, Sechelt, B.C. V0N 3A0

Phone: 604-885-1986 Fax: 604-885-7591 www.sechelt.ca

|                                 |                                  |                 |                            |                     |                             |           |
|---------------------------------|----------------------------------|-----------------|----------------------------|---------------------|-----------------------------|-----------|
| APPLICATION NO: 3320-20 2018-06 |                                  |                 |                            |                     | <b>OCP</b>                  |           |
|                                 |                                  |                 |                            |                     | <b>Zoning</b>               |           |
| <b>APPLICANT</b>                | Chris Moore on behalf of Bo Leng |                 | <b>APPLICANT'S ADDRESS</b> | 6735 Norwest Bay Rd | <b>x</b> <b>Subdivision</b> |           |
| <b>SITE ADDRESS</b>             | 5523 McCourt Road                |                 | <b>Date</b>                | June 4, 2018        | <b>Dev. Permit</b>          |           |
| <b>LEGAL</b>                    | <b>Lot</b>                       | 78              | <b>Block</b>               | -                   | <b>OTHER:</b>               |           |
|                                 | <b>District Lot</b>              | 4298            | <b>Plan</b>                | 20769               |                             |           |
|                                 | <b>Zoning</b>                    | <b>Existing</b> | R-1                        | <b>Proposed</b>     |                             | Unchanged |
|                                 | <b>OCP Designation</b>           | <b>Existing</b> | Residential                | <b>Proposed</b>     |                             | Unchanged |


**PLEASE RESPOND TO THIS REFERRAL BY JULY 4, 2018**  
 Please comment on the attached referral for potential effect on your agency's interest. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

**PURPOSE OF APPLICATION: To subdivide a 6430.48 m<sup>2</sup> parcel into 8 lots ranging in size from 688.02 m<sup>2</sup> to 954.52 m<sup>2</sup> for single family dwellings.**

**GENERAL LOCATION: McCourt Road, West Sechelt**

**OTHER INFORMATION:**

If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

  
 \_\_\_\_\_ Community Planner  
 Marina Stjepovic

**This referral has also been sent to the following agencies:**

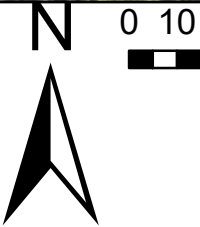
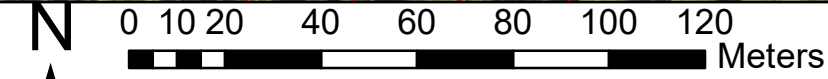
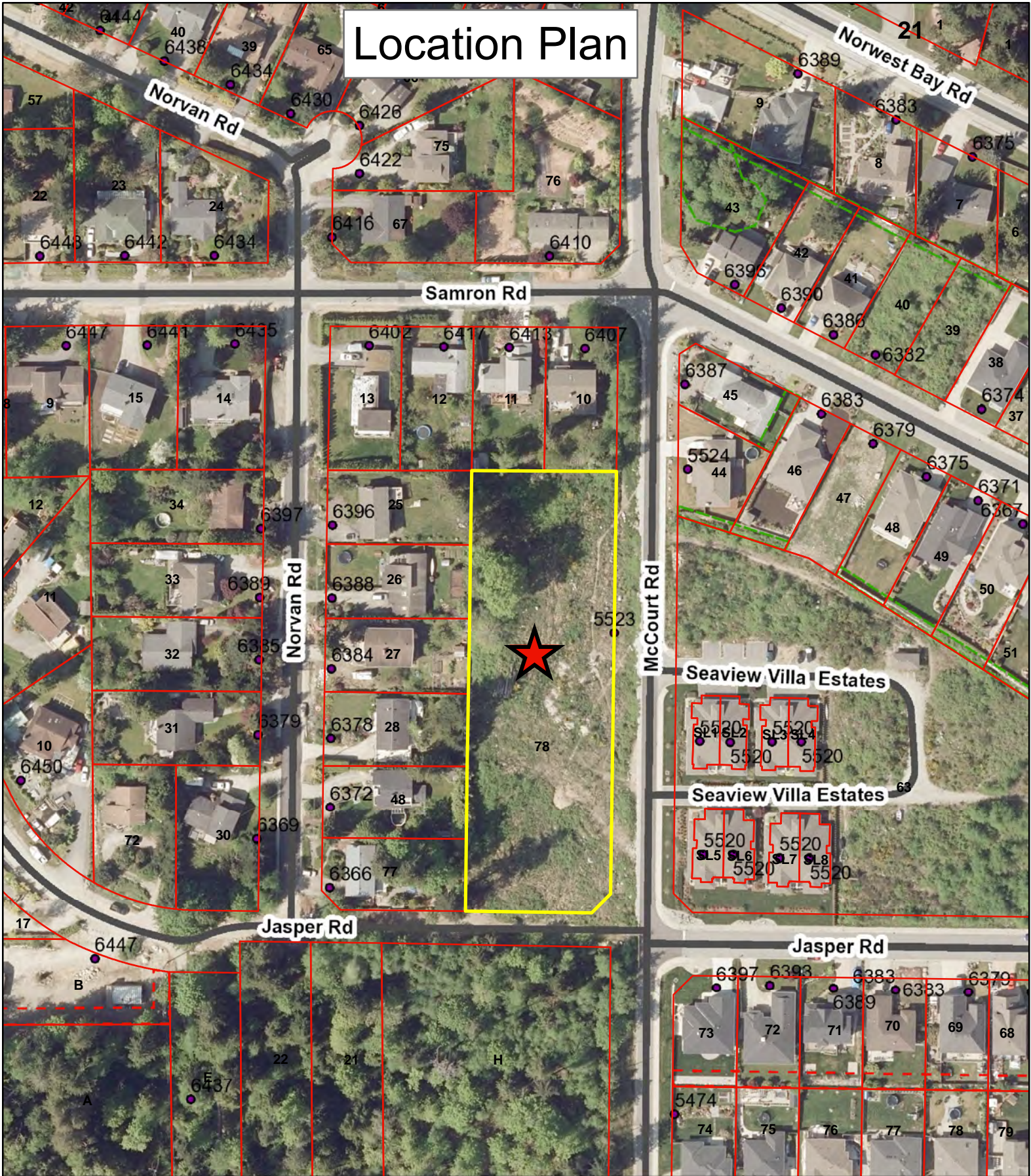
|   |   |   |   |
|---|---|---|---|
| x | District of Sechelt Engineering             | x | Sechelt Volunteer Fire Department         |
| x | District of Sechelt Public Works            | x | FortisBC Energy / Energy Services Advisor |
| x | District of Sechelt Parks                   | x | Telus                                     |
| x | District of Sechelt Building                | x | B.C. Hydro / BC Transmission Co           |
| x | SC Regional District                        | x | Coast Cable -Eastlink                     |
|   | Sechelt Indian Government                   | x | Canada Post                               |
| x | Vancouver Coastal Health Authority          | x | School District #46                       |
| x | Ministry of Transportation & Infrastructure | x | APC                                       |
|   | Agriculture Land Commission                 |   | Transportation Choices Sunshine Coast     |
|   | Archaeology Branch of SIB & BC              | x | Council – for information                 |

**Community Associations**

|  |                                   |  |                  |          |              |  |          |
|--|-----------------------------------|--|------------------|----------|--------------|--|----------|
|  | East Porpoise Bay                 |  | Downtown Village | <b>x</b> | West Sechelt |  | Tuwanek  |
|  | Selma Park/Davis Bay/Wilson Creek |  | Sandy Hook       |          | SHORA        |  | S.D.B.A. |
|  | Chamber of Commerce               |  |                  |          |              |  |          |



# Location Plan

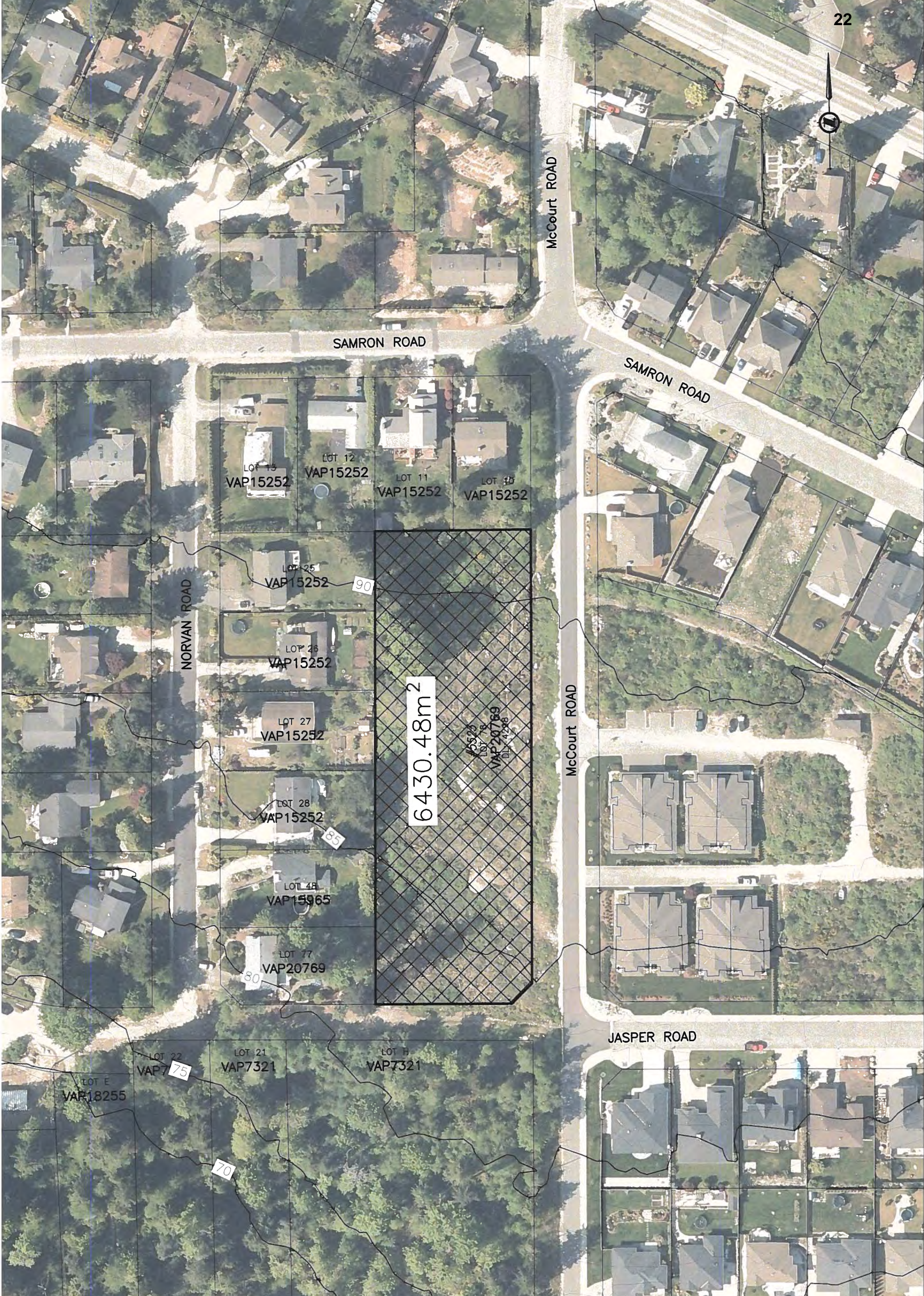


Bo Leng Subdivision  
5523 McCourt Road  
8 Lot Subdivision

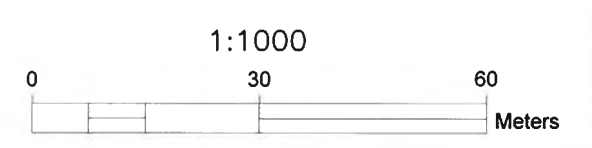


**PROPERTY LINES ARE SHOWN FOR INFORMATION ONLY.**  
The District of Sechelt makes no representation or warranty expressed or implied, in fact or in law, with respect to the accuracy, completeness or appropriateness of the data contained or referenced herein.





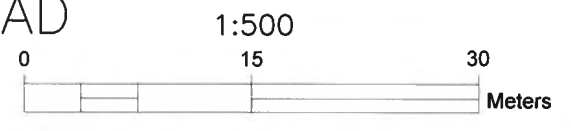
PROPOSED SUBDIVISION PLAN  
 SITE LOCATION – 5523 MCCOURT ROAD  
 180112-SK-01



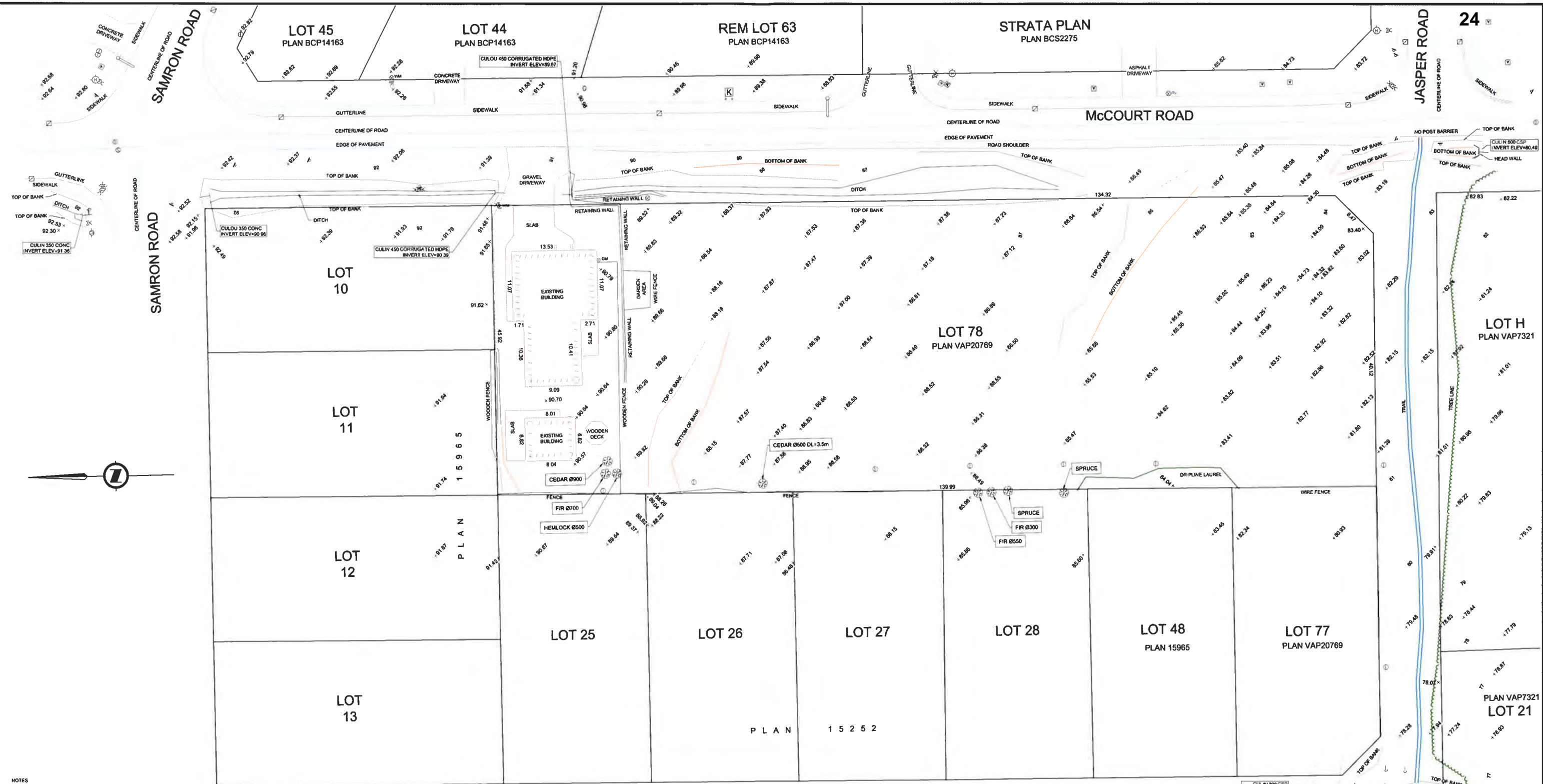




PROPOSED SUBDIVISION PLAN  
 SUBDIVIDED LOTS DETAIL – 5523 MCCOURT ROAD  
 180112-SK-02





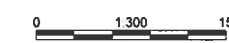


**NOTES**

- LOCAL GROUND COORDINATES ARE DERIVED FROM DUAL FREQUENCY GPS DIFFERENTIAL CARRIER PHASE OBSERVATIONS TO CONVERT TO UTM ZONE 10 (NAD83 CSRS).
- FIRST APPLY THE FOLLOWING SHIFT  
NORTHING = +5 400 000  
EASTING = +400 000  
THEN MULTIPLY BY THE COMBINED SCALE FACTOR OF 0.9996349
- ELEVATIONS ARE IN METRES AND ARE REFERRED TO GEODETIC DATUM CVD28 USING MONUMENT 082530. ELEVATION = 850 METRES  
THIS PLAN SHOWS GROUND LEVEL DISTANCES TO COMPUTE GRID LEVEL DISTANCES. MULTIPLY GROUND DISTANCES BY A COMBINED FACTOR OF 0.9996299
- THIS PLAN REPRESENTS FIELD SURVEY COMPLETED ON MARCH 05 2018
- CONTOUR INTERVAL IS 1.0m

**LEGEND**

|  |                    |  |                            |  |                         |  |                     |
|--|--------------------|--|----------------------------|--|-------------------------|--|---------------------|
|  | TREE - CONIFEROUS  |  | VALVE - WATER              |  | CATCH BASIN (TOP INLET) |  | MARKER - WATER MAIN |
|  | VALVE - IRRIGATION |  | POLE - HYDROTELEPHONE POLE |  | KIOSK                   |  | METER - GAS         |
|  | MANHOLE - SANITARY |  | LAMP STANDARD              |  | MANHOLE                 |  | METER - WATER       |
|  | CLEAN-OUT          |  | SIGN POST                  |  | MANHOLE - STORM         |  |                     |
|  | CULVERT            |  | VAULT                      |  | MARKER - GAS            |  |                     |
|  | FIRE HYDRANT       |  | BOLLARD                    |  |                         |  |                     |



THIS PROPERTY IS SUBJECT TO B18336

| Rev | Date       | Description                   | Surv | Drawn | App'd |
|-----|------------|-------------------------------|------|-------|-------|
| 0   | 2018-03-16 | ISSUED FOR INITIAL SUBMISSION | SA   | DI    | MH    |

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ORIGINAL DWG SIZE: ANSI D (27" x 34") ALL DIMENSIONS ARE IN METRES

**McElhanney**  
McElhanney Associates Land Surveying Ltd.

Suite 200  
858 Beatty Street  
Vancouver BC  
Canada V6B 1C1  
Tel 604 683 6521

Approved Sealed

**FULIVING HOME DEVELOPMENTS LTD.**  
4278 Alderwood Crescent, Burnaby BC

**TOPOGRAPHIC SURVEY OF LOT 78 DISTRICT  
LOT 4298 PLAN VAP20769**

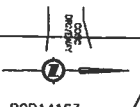
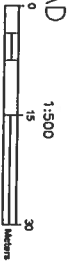
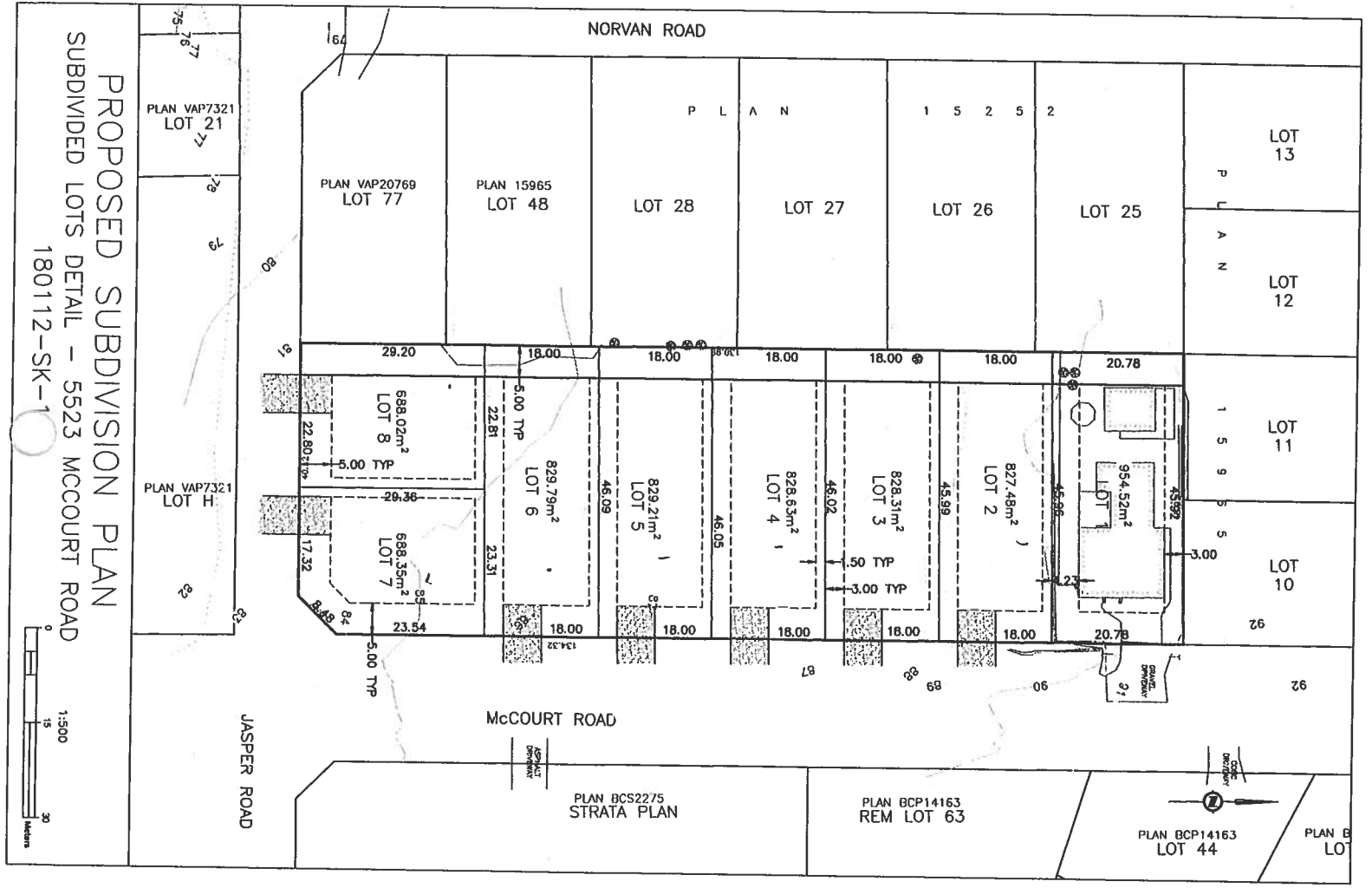
SHEET 1 OF 1

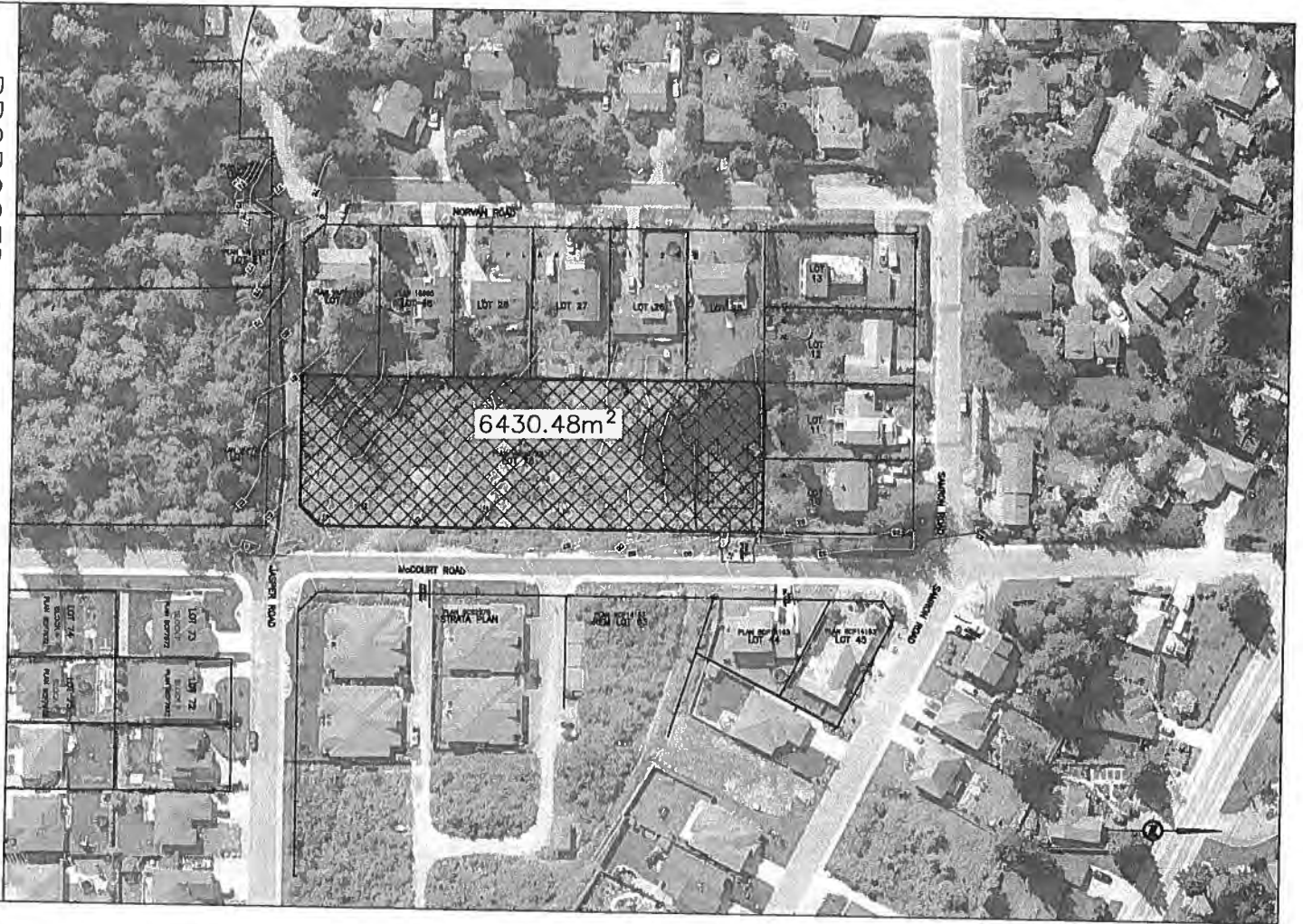
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WEST SECHLT BC

Drawing No. **V-00**

Project Number 2113-03530-00  
Rev 0

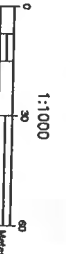
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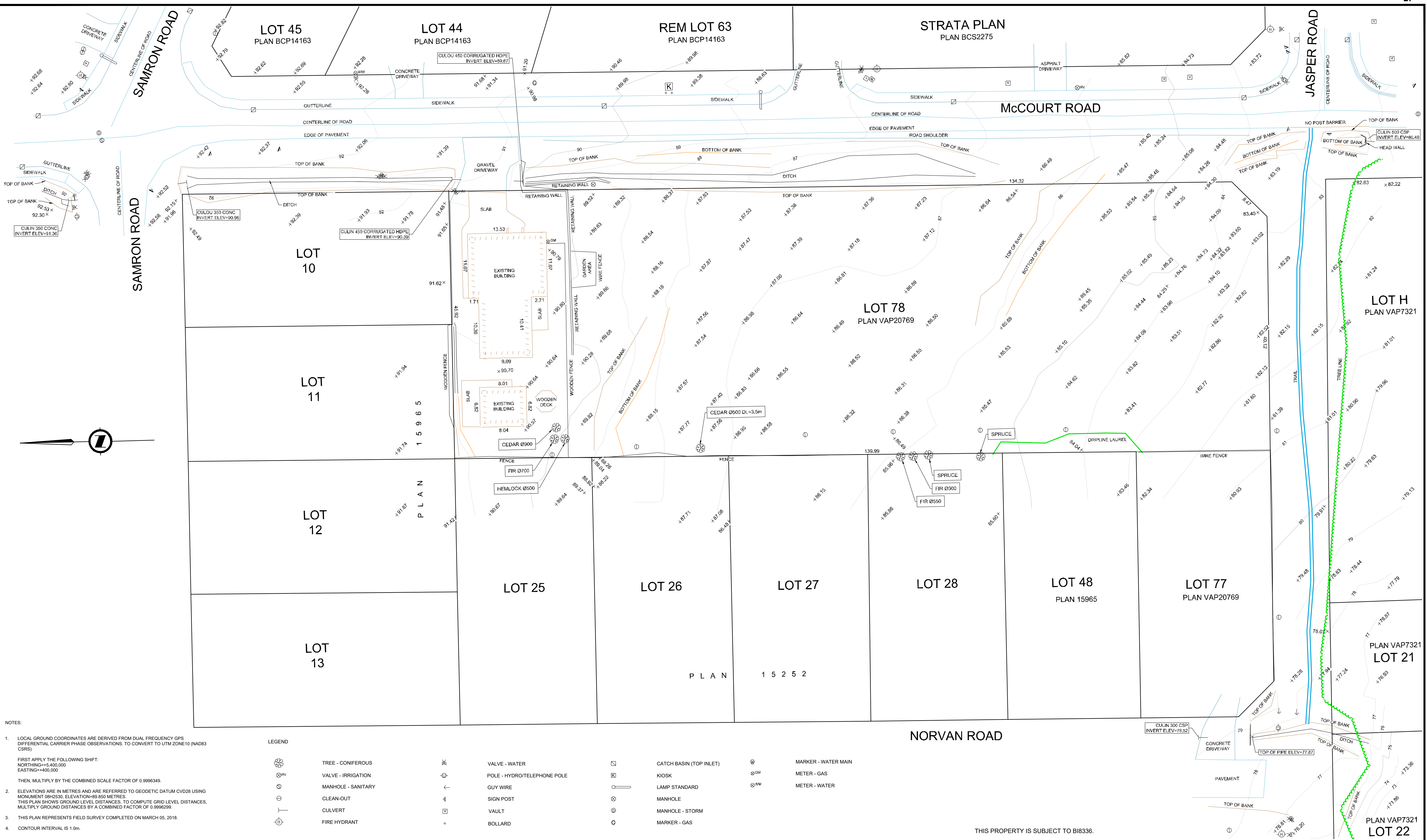
PROPOSED SUBDIVISION PLAN  
SITE LOCATION - 5523 MCCOURT ROAD

180112-SK-1





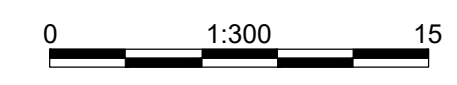
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- NOTES:
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LEGEND

|  |                    |  |                             |  |                         |  |                     |
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|  | CLEAN-OUT          |  | GUY WIRE                    |  | MANHOLE                 |  |                     |
|  | CULVERT            |  | VAULT                       |  | MANHOLE - STORM         |  |                     |
|  | FIRE HYDRANT       |  | BOLLARD                     |  | MARKER - GAS            |  |                     |



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SHEET 1 OF 1

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WEST SECHLT BC

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Project Number 2113-03530-00 Rev. 0

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