

School District No. 63 (Saanich)

Policy Name: Multi-Year Funding

No: 2010

Preamble

School district funding is complex and requires ongoing planning and review at the district and school level. Most school and district budget dependent initiatives are approved based upon funds available annually. However, some projects/programs require a funding commitment over more than one year. The Board supports multi-year funding projects resulting from school based initiatives which are planned in collaboration with the appropriate district staff.

Policy Statement

The Board will consider requests for school and district projects and programs which require multi-year funding.

Statutory Reference

Contractual Reference

Policy Reference

Date of Initial Board Approval: March 1992

Amendments: April 2007

Policy Name: Multi-Year Funding

No: 2010

Guiding Principles

The Board requires the following information in written form in order to consider approval of programs or projects requiring multi-year funding:

1. A brief overview of the initiative.
2. An indication of specific budgets required for each year of the project.
3. The source of funding, e.g., annual operating, non-shareable or contingency funds.
4. Reference to the process used to develop the initiative, e.g., who was consulted.
5. An indication of the impact on students as a result of the initiative.

Date of Initial Board Approval: March 1992

Amendments: April 2007

Policy Name: Multi-Year Funding

No: 2010

Administrative Procedures

1. The school principal or district department manager must present the proposal for multi-year funding to their respective supervisor prior to consideration by the Board.
2. The proposal must include the following:
 - (a) a brief but sufficiently detailed overview of the initiative
 - (b) all budget implications by year
 - (c) the proposed source of funding for each year
 - (d) who was consulted during the planning (staff, Parent Advisory Council, School Planning Council, Finance Department, etc.)
 - (e) a clear indication of the anticipated impact on students
3. Project/Program proposals must be submitted to the Office of the Superintendent before February 1 of the year preceding implementation of the initiative.

Date of Initial Board Approval: March 1992

Amendments: April 2007

School District No. 63 (Saanich)

Policy Name: Equitable Distribution of Resources
to Schools

No: 2020

Preamble

As the Board is responsible for schools of varying sizes and differing resource needs, care will be taken to allocate available resources to schools on an equitable basis following ongoing reviews of individual school needs.

Policy Statement

The Board is committed to providing resources to each school on an equitable basis.

Statutory Reference

Contractual Reference

Policy Reference

Date of Initial Board Approval: March 1992

Amendments: May 2007

School District No. 63 (Saanich)

Policy Name: Equitable Distribution of Resources
to Schools

No: 2020

Guiding Principles

1. School allocations will be based on school enrolments as of September 30 each year.
2. Smaller schools will receive higher funding based upon their enrolment.
3. Essential requirements will be established for each school.
4. Budget details and procedures will be supplied to each school by the Finance Department in a budget guidebook during the spring of each school year.
5. Finance Department staff will review school budget priorities with principals annually.
6. Contributions of school resources by parent groups, individuals and businesses to schools are appreciated. Any costs required to maintain such resources will become the responsibility of the school or contributing source.

Date of Initial Board Approval: March 1992

Amendments: May 2007

School District No. 63 (Saanich)

Policy Name: Equitable Distribution of Resources
to Schools

No: 2020

Administrative Procedures

1. Principals will receive their annual operating budget projections in the spring based upon projected student enrolment as of September 30.
2. Principals will each meet with district Finance staff in the spring of each year to discuss their school's proposed budget priorities.
3. Principals will review their annual operating budget projections with their school's staff and School Planning Council members in a timely manner.

Date of Initial Board Approval: March 1992

Amendments: May 2007

School District No. 63 (Saanich)

Policy Name: Financial Support for Middle and Secondary School Groups representing the District at Provincial or National Level Competitions

No: 2030

Preamble:

In the operating budget of the District, schools have funds to support expenses incurred in conducting co-curricular and extra-curricular activities. The Board recognizes that these funds are limited and that qualifying for events at the provincial/national level cannot be predicted. Such events can place an extraordinary burden on school resources. The Board believes that participation in Provincial or National Competitions is most appropriate for secondary students, and for Grade 8 students at the middle school level.

Therefore, the Board may provide additional support to schools for provincial/national events, over and above the regular budget provided to the school. These funds, if available, should be allocated in a fair and consistent manner, and should reflect both the needs of the group and the district's financial circumstances.

Policy Statement:

The Board supports the concept that successful school groups may, by qualifying at the regional level, be invited to represent their school and region at provincial or national level competitions in such areas as school sports or adjudicated performing arts. Groups at the secondary and middle school level may request funding support from a variety of sources. They may be able to access funds from a grant from the Board that is provided annually to each secondary and middle school specifically to support provincial or national competition, should such funds be available in the district operating budget.

Statutory Reference

Contractual Reference

Policy Reference

Date of Initial Board Approval: July 1992

Amendments: May 1995
September 1999
June 2001

School District No. 63 (Saanich)

Policy Name: Financial Support for Middle and Secondary School Groups representing the District at Provincial or National Level Competitions

No: 2030

Guiding Principles

- 1) The District's operating budget may include a budget category for expenses for middle and secondary groups representing the district at provincial/national competition in:
 - a. School sports which are regulated under the auspices of either Lower Vancouver Island Secondary Schools Athletic Association or Greater Victoria Junior Secondary Athletic Association and where regional playoffs have been held to determine teams which qualify for a provincial/national competition; or
 - b. Performing arts, where qualifying for the provincial/national competition is as a result of adjudicated competition at the local or regional level;
 - c. other provincial or national events for which school groups qualify via regional competition.
- 2) The District grant, if available, is intended to support transportation costs for the group based on the safest and most economical method of transportation available, and expenses (accommodation, per diem meal rates as per District policy) for an appropriate number (1 or 2) adults.
- 3) The District may provide some additional support by covering T.O.C. costs from the District's T.O.C. budget.

Date of Initial Board Approval: July 1992

Amendments: May 1995
September 1999
June 2001

School District No. 63 (Saanich)

Policy Name: Financial Support for Middle and Secondary School Groups representing the District at Provincial or National Level Competitions

No: 2030

Administrative Procedures:

If funding is provided in the Board's operating budget:

- 1) Each Secondary School will receive, in its operating budget, an amount equalling 25% of the Board's annual allocation for supporting provincial/national competitions. Each Middle School will receive 8.33% of the budget for the same purpose. School principals will be responsible for managing the fund, which can be carried forward from one year to the next.
- 2) The funding is intended to support group travel as well as to support accommodation and per diem for group directors, coaches, sponsors or chaperones on the basis of one adult for groups of 10 students or less, and two adults for groups of more than 10 students.
- 3) Travel details and planning will be shared with the Coordinator of Services in order to ensure that safety and cost efficiency are maximized;
- 4) T.O.C. funding may be provided, upon approval by the Superintendent or designate, for up to two teachers who are group directors, coaches, sponsors or chaperones. This funding will be provided from the District T.O.C. account.
- 5) Summaries of financial assistance provided for provincial/national competition school groups are to be forwarded to the Business Affairs Committee for information by June 30 each year.

School District No. 63 (Saanich)

Policy Name: Accounting Policy - Non-Public Funds

No. 2040

Preamble

Schools generate internal funds, e.g. “Non-Public” from a variety of sources such as school fees, donations, fund raising, class activities, etc. These funds are not provided by the School District “Public-Funds” they are managed by the schools in support of school programs and initiatives. It is understood that this policy does not apply to funds managed by school “Parent Advisory Councils,” as the School PAC is a separate organization with its own accounting procedures (Article 8.5, School Act).

Policy Statement

The Board recognizes that schools may raise funds “Non-Public” outside of District provided funding, in support of school programs and initiatives.

The Board further believes that the principal of each school is responsible to ensure that these funds are managed in accordance with the Guiding Principles and Administrative Procedures of the District.

Statutory Reference: School Act

Contractual Reference

Policy Reference: No. 2020 “Equitable Distribution of Resources to Schools”
No. 2210 “External Funding through Donations or Partnerships”
No. 2220 “Fund Raising in Schools”
No. 2300 “School Fees”

Date of Initial Board Approval: December, 1997

Amendments: April 2007

Policy Name: Accounting Policy - Non-Public Funds

No. 2040

Guiding Principles

1. In the Saanich School District the school principal is responsible and accountable for the management of Non-Public Funds.
2. The school principal will ensure that “generally accepted accounting procedures” are adhered to in the management and reporting processes.
3. The school principal will ensure that information on funds raised, and fund balances are shared with School Planning Councils, PAC Executive, appropriate Staff Members, Union Staff Representatives, Student Council President, and any other relevant parties.
4. Schools will have a written policy outlining the process used for the management of and decisions related to Non-Public Funds. Such policy shall be shared with partner groups in September of each school year.

Date of Initial Board Approval: December, 1997

Amendments: April 2007

Policy Name: Accounting Policy - Non-Public Funds

No. 2040

Administrative Procedures

1. All funds in a particular school are to be under the overall supervision of the school principal.
2. Schools will have a written policy outlining the process used for the management of and decisions related to Non-Public Funds. Such policy shall be shared with partner groups in September of each school year.
3. Each fund is to be operated on a trust fund basis, with its own ledger for cash receipts and cash disbursement. Void receipts are to be retained on file.
4. Pre-numbered receipts (or other approved method) are to be issued for all cash received. Where funds are raised on a student or classroom basis, a class list indicating student payments may be used in place of individual receipts.
5. All cash received is to be deposited in the bank at least once per week.
6. Pre-numbered cheques are to be issued for all expenditures other than the petty cash fund, void cheques are to be retained on file.
7. All cheques issued require the signature of an administrator and one other individual. (Cheques are not to be signed in advance)
8. An imprest petty cash fund may be maintained if this is felt to be necessary.
9. Bank reconciliations are to be prepared each month and signed by the principal.
10. A monthly report is to be forwarded to the Secretary-Treasurer on the balance of each fund within 45 days. The report would include a bank reconciliation and a statement of the balance in each fund reconciling to the bank.
11. Vouchers and receipts are to be retained in support of every expenditure.
12. An annual report is to be forwarded to the Secretary-Treasurer, PAC President, School Planning Council, Student Council President, and Staff Representative for the S.T.A. and C.U.P.E. on the balance and total funds raised during the school year for each fund by September 30th of each year. Funds include both school programs and fund raising activities.
13. The monthly and annual reports are subject to audit on a periodic basis by the Board's auditors under provisions of Section 175(3) of the Public School Act.
14. Information provided as requested.

Date of Initial Board Approval: December, 1997

Amendments: April 2007

Sample School Non-Public Fund Year-End Report

**NON-PUBLIC FUND
YEAR END REPORT**

**School: _____
For the Year Ended June 30, 19XX**

FUNDS	JUNE 30th BALANCE	FUNDS RAISED DURING THE YEAR
Administration	\$xxxx	\$xxxx
Band Rental & Repairs	xxxx	xxxx
Basketball	xxxx	xxxx
Camp Pringle	xxxx	xxxx
Grade ___ Dance	xxxx	xxxx
Etc...		
Total Bank and Short Term Investments	<u>\$xxxxx</u>	<u>\$xxxxx</u>

School District No. 63 (Saanich)

Policy Name: Accumulated Operating Surplus Contingency Reserve

No: 2050

Preamble

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 results. 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.

Policy Statement

The Board of Education is responsible for ensuring the district is protected financially from financial forecasting risk and unforeseen circumstances which could negatively impact the education of students. To discharge this responsibility, the Board will establish a restricted portion of its accumulated operating surplus and/or its annual operating budget as a Contingency Reserve to be used to mitigate any negative impact such circumstances might cause.

Statutory Reference: School Act and related Ministerial Orders

Contractual Reference:

Policy Reference: Policy 2010 (Multi-Year Funding)

Date of Initial Board Approval: January 2018

Amendments:

School District No. 63 (Saanich)

Policy Name: Accumulated Operating Surplus Contingency Reserve

No: 2050

Guiding Principles

1. In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.
2. The Contingency Reserve will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.
3. If accumulated operating surplus available and restricted for the purpose of the Contingency Reserve is not sufficient, the Board of Education will allocate additional funds from the annual budget of the subsequent fiscal year to increase the Contingency Reserve.
4. Effective multi-year funding of projects and programs in accordance with Policy 2010 (Multi-Year Funding) requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus.
5. Accumulated operating surplus available to support multi-year funding of projects and programs in accordance with Policy 2010 (Multi-Year Funding) is equal to the accumulated operating surplus balance of the preceding fiscal year minus allocation of accumulated operating surplus to Contingency Reserve.
6. Accumulated operating surplus available to support annual program expenditures is equal to the accumulated operating surplus of the preceding fiscal year minus the allocation of accumulated operating surplus to Contingency Reserve and minus allocation of accumulated surplus pursuant to Policy 2010 (Multi-Year Funding). Allocation of accumulated surplus to support annual program expenditures should reflect that accumulated surplus is a one-time funding source and once used will not be available in future years.
7. The Contingency Reserve is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board of Education's approval, in response to unforeseen circumstances.
8. When use of the Contingency Reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the Contingency Reserve within an appropriate timeframe.

Date of Initial Board Approval: January 2018

Amendments:

School District No. 63 (Saanich)

Policy Name: Accumulated Operating Surplus Contingency Reserve

No: 2050

Administrative Procedures

1. In conjunction with the Board of Education's review and approval of the financial statements, the Secretary Treasurer will present for the Board of Education's review and approval the internal restriction of accumulated operating surplus for:
 - a. Contingency Reserve; and
 - b. Multi-year funding of projects and programs in accordance with Policy 2010 (Multi-Year Funding).

2. Prior to adoption of each annual budget and amended annual budget, the Secretary Treasurer will present for the Board of Education's review and approval, allocation of budget for the purpose of Contingency Reserve, and when applicable: strategies for replenishing the Contingency Reserve, or opportunities for allocation of accumulated surplus to support annual program expenditures in accordance with guiding principle 6.

Date of Initial Board Approval: January 2018

Amendments:

School District No. 63 (Saanich)

Policy Name: Trustee Indemnity

No: 2100

Preamble:

In accordance with the *School Act* a Board may authorize the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

Policy Statement:

The Board authorizes that the Chair, Vice Chair and other Trustees be paid a Trustee Indemnity as noted in the Administrative Procedures to this Policy.

Statutory Reference: School Act

Contractual Reference:

Policy Reference:

Date of Initial Board Approval: August 1990

Amendments: July 1991
June 1997

School District No. 63 (Saanich)

Policy Name: Trustee Indemnity

No: 2100

Administrative Procedures

Trustee indemnities will be updated as follows, effective November 5, 2018:

<u>Chair</u>	<u>Vice-Chair</u>	<u>Trustees</u>
\$18,470	\$16,955	\$15,777

These indemnities will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.

Date of Initial Board Approval: June 1999

Amendments: July 2000
July 2001
July 2002
September 2002
January 2003
January 2008
September 2008
July 2009
May 2018

School District No. 63 (Saanich)

Policy Name: Travel and Related Expenses
for Trustees and Personnel

No. 2110

Policy Statement

The Board agrees to reimburse Trustees and district personnel for expenses incurred while performing authorized duties on behalf of School District No. 63 (Saanich), as detailed in the Administrative Procedures.

Statutory Reference

Contractual Reference

Policy Reference

Date of Initial Board Approval: February 2000

Amendments: November 2007
April 2015
March 2018

Policy Name: Travel and Related Expenses
for Trustees and Personnel

No. 2110

Administrative Procedures

Travel and related expenses incurred by Trustees and district personnel will be reimbursed as follows:

Per Diem:

The per diem allowance shall be \$50.00 per full day on Board business. If meals are provided by the registration fee or otherwise, deductions shall be at the following rates: \$10.00 for breakfast, \$17.00 for lunch, \$23.00 for dinner.

These allowances will be paid in US Funds when incurred in the United States of America.

International Travel:

Travel to international locations may result in costs that are higher than established per diem amounts for Canadian travel. All reasonable business travel costs will be reimbursed.

Saanich International Student Program (SISP) travel expenses will be reviewed and approved by either the Secretary-Treasurer or Superintendent.

For the purposes of this policy, travel to international locations is defined as travel outside of Canada and the United States.

Lodging:

When selecting lodging, district personnel will consult and use either British Columbia Government approved accommodation or accommodation at an equivalent or lower cost unless there are extenuating circumstances approved by a supervisor. All overnight accommodation on Board business is to be charged directly to School District No. 63 if possible, less any personal calls or items charged. Should it be necessary for the claimant to pay for lodging, a receipt is required to support reimbursement.

Mileage Rates:

Trustees and district personnel will be reimbursed at the rates noted below. The maximum amount claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

Reimbursement Rates:

Reimbursement rate will be consistent with the rate set out in the teachers' collective agreement:

May 1, 2019: \$0.55 per kilometer or \$0.89 per mile

Policy Name: Travel and Related Expenses
for Trustees and Personnel

No. 2110

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Administrative Procedures

Travel Costs:

Whenever possible travel arrangements should be made through and billed directly to the Board Office and should be booked in advance so as to take advantage of any fare reductions that are available. Arrangements should be structured such that any benefits that accrue from group bookings (for example, loyalty points or free travel benefits) go to the Board.

BC Government corporate supply arrangements open to school districts (for example for rental cars) should be used where economical.

Should the claimant pay transportation costs, the amount paid may be claimed provided receipts or tickets are attached to the claim form.

Incidental Expenses:

Parking, taxi fares, telephone calls, ferry fares, etc., will be paid for by the Board when those expenses are necessary for Board business and when supported receipts. Expenses under \$5.00 will be reimbursed provided a short description of items is included on the claim form.

Travel Advances:

A travel advance, in an amount not exceeding the estimated expenses to be incurred, may be made on request. To clear the outstanding advance, the claim form together with applicable receipts is to be forwarded to the Board Office for processing within seven days of the completion of the business or journey.

Trustee Expenses:

Trustees are understood to incur Board-related expenses in an amount equal to 1/3 of the indemnity paid to each trustee. As such, 1/3 of the indemnity is considered to be reimbursement for the expenses of holding office and therefore is non-taxable. Those Board-related expenses include mileage to and from regularly scheduled Board and Committee meetings and general expenses such as the portion of residential or cellular phones, internet costs and computer costs related to Board business. Additionally, trustees may claim reimbursement for one printer cartridge per year and additional vehicle insurance costs for business use of an automobile. Cell phone costs may be claimed by the Chair and Vice-Chair of the Board.

Date of Initial Board Approval: June, 1983

Amendments: Various 1989-2016
May 2018
May 2019

School District No. 63 (Saanich)

Policy Name: External Funding through Donations
or Partnerships

No: 2210

Preamble

The Saanich School District receives the majority of its operating revenue by way of operating and special purpose grants from the Ministry of Education. The Board also derives revenue from leases and rentals of school property, municipal support of crossing guards, bank interest, the Saanich International Student Program and the South Island Distance Education School. The purpose of this policy is to provide the context for external funding through donations or partnerships and to clarify the Board's expectations in regard to business presence in schools.

Policy Statement

The Board of Education believes that public education should be funded from Provincial Government grants. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the Board may seek or accept external funding through donations or partnerships. The Board is prepared to accept donations from donors or foundations, or consider partnerships with private or public sector enterprises. The Board is also willing to consider a limited business presence within schools or the district in keeping with the provisions of the policy.

Statutory Reference:

Contractual Reference:

Policy Reference:

Policy 1010 – Educational Philosophy
Policy 2220 – Fund Raising in Schools
Policy 3100 – Selection of Learning Resources

Date of Initial Board Approval: August 2000

Amendments: March 2010

School District No. 63 (Saanich)

Policy Name: External Funding through Donations
or Partnerships

No: 2210

Guiding Principles

The following guiding principles will govern the acceptance by the district of external funding through donations or partnerships:

1. The external funding through donations or partnerships (as defined in Appendix 1) must support the district's educational philosophy (Policy 1010) and its focus on the development of the district as a learning community.
2. Altruistic donations are encouraged, meaning that they are for the sole benefit of students, schools or the district and not for the benefit of the donor.
3. External funding through donations or partnerships must not impair the rights of the Board and the educational professionals in the district to determine the nature of the educational program to be offered to students, or the way in which it is delivered.
4. Any arrangements for external funding through donations or partnerships shall not require students to observe, listen to, or read commercial advertising.
5. Education resources that are offered to the school or district through a donation or partnership shall be considered under the provisions of this policy and Policy 3100 (Selection of Learning Resources).
6. Agreements to provide educational resources must not limit or require teachers to use these resources in their classes.
7. External funding through donations or partnerships must not result in an opportunity for the province to reduce operating or special purpose grants.
8. Any agreements that provide external funding through donations or partnerships will include a specific expiry date.
9. Individuals or businesses must satisfy all equity considerations, and safety, health and environmental regulations related to their form of business.
10. External funding through donations or partnerships must not involve the district in anything that would, in the opinion of the Board, appear to be taking an inappropriate stand on a contentious political, moral, or social issue.
11. Businesses (as defined in Appendix 1) may only have a visible presence in the school if it occurs in the natural course of business (for example, names and logos on computers, office supplies or food products) or if it occurs through a donation or partnership in accordance with the provisions of this policy.
12. Recognition of the donor, partner or business will only be through expressions of thanks on a website or in a program or newsletter, or through a posting that lasts for the duration of a time limited event such as a tournament, a performance or a season. Any proposal for ongoing recognition or advertising must be approved by the Board.
13. Any recognition of external funding through donations or partnerships will take into account students' ages and their vulnerability to commercial values and messages, in accordance with community standards as interpreted by the Board.

Date of Initial Board Approval: August 2000

Amendments: June 2004
March 2010
November 2013

School District No. 63 (Saanich)

Policy Name: External Funding through Donations
or Partnerships

No: 2210

Administrative Procedures

1. Decisions in regard to external funding or support in amounts less than \$500 will be made by principals in accordance with the provisions of this policy following consultation with the staff and PAC. If the proposal includes ongoing recognition of the donor then the Board will review the proposal.
2. All proposals for external funding or support in excess of \$500 through donations or partnerships will be submitted to the Secretary-Treasurer of the school district for review. Such proposals will indicate clearly:
 - what the individual or business is contributing
 - a best estimate of the value of the contribution
 - the forms of recognition or opportunities requested of the district in return for the contribution.

The Secretary-Treasurer will review each proposal, consulting with the principal as appropriate, and determine whether or not to take it to the Board for consideration of approval.

Evaluation criteria for proposals will include:

- consistency with the Guiding Principles in this policy
- the amount of the benefits being provided to the district
- the quality of the product or service
- the reputation of the individual or company
- the ability, capacity and skill of the individual or corporation to fulfill the contract
- the form of recognition, if any, for the contribution being made

Date of Initial Board Approval: August 2000

Amendments: June 2004
March 2010

Policy Name: External Funding through Donations
or Partnerships

No: 2210

Appendix 1
Explanation of Terms

This appendix provides the meanings of the terms below, as used in this policy.

1. Donations - Donors

Individuals, groups or foundations are encouraged to make donations of goods, services, or cash to the district. The school district is a charitable organization under the Income Tax Act. A donation may qualify for a tax receipt. Donations may be made for specific purposes.

Businesses may make donations to the district of goods or services, or funds that enhance the regular operating expenditures of the district. Business donors will not involve themselves in the operations of the district but may have expectations that their donation is recognized in accordance with this policy.

2. Partnerships - Partners

A partnership is formed through an agreement between the Board and an individual, group, or business intended to generate revenue for, or provide goods and services to the District.

3. Definition of Business:

A person, partnership, or corporation engaged in commerce, manufacturing, or a service; a profit-seeking enterprise or concern.

Policy Name: Fund Raising in Schools

No. 2220

Preamble

Schools raise funds in order to add to the school's resources or to carry out established programs or initiatives that are not supported by the district budget. Fund raising activities are initiated most often by staff, students and/or parents and guardians. Businesses, community groups and individuals are sometimes requested to make donations of goods or services to support school activities.

1. For the purposes of this policy, fund raising is deemed to include activities designed to provide money, goods or services for use in the school through:
 - sales to members of the community including parents, staff and students
 - the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.
2. Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.

Policy Statement

The Board of Education recognizes that schools are involved in fund raising activities in order to provide additional goods and services to students, and that these activities are supported by the school communities in our district. The Board reserves its right to intervene if, in the opinion of the Board, the proposed fund raising activity is inappropriate. Principals, in consultation with their Parent Advisory Council and staff have the responsibility to ensure that all fund raising activities follow the guidelines established in this policy, and the administrative procedures that accompany it.

Statutory Reference:

Contractual Reference:

Policy Reference:

Policy 2040 – Accounting Policy – Non Public Funds
Policy 2210 – External Funding through Donations or Partnerships
Policy 3040 – Field Trip Policy

Date of Initial Board Approval: April 1983

Amendments: May 1983
March 1986
October 1990
June 1997
March 2002
March 2010

Guiding Principles

1. For the purposes of this policy, fund raising is deemed to include activities designed to provide money, goods or services for use in the school through:
 - a) sales to members of the community other than parents, staff and students either in the school or in the community.
 - b) the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.
2. Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.
3. All fund raising activities conducted in the school or outside the school, using the name of the school in any way, must have the approval of the principal or vice-principal. Such approvals may be reviewed by the Board as deemed necessary.
4. In considering fund raising plans, prior to their approval, school administrators will consider factors including:
 - a) the safety of students, staff members and volunteers
 - b) the voluntary nature of the planned activities
 - c) plans that have a minimum effect on regular instructional time
 - d) the age of students and their potential vulnerability to any commercial values or messages associated with the fund raising endeavour
 - e) an opportunity for the school's Parent Advisory Council and the Staff Committee to be made aware of the fund raising proposal in its planning stages and to provide feedback to the administrator
 - f) how contributors will be made aware of the purposes for which funds are being raised
5. A fund raising activity must benefit the school and school community and be consistent with school policies and with the overall direction of the school as a positive learning community.
6. A fund raising activity may not interfere with the nature or delivery of the school's educational program.
7. Business relationships must not engage the school in what would appear to be a contentious political, moral, or social issue.

Policy Name: Fund Raising in Schools

No. 2220

Guiding Principles

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8. Any fund raising that involves donations or partnerships, including those that are connected in any way to businesses or corporations, must be in accordance with Policy 2210 (External funding through Donations or Partnerships).

Date of Initial Board Approval: April 1983

Amendments: May 1983
March 1986
October 1990
June 1997
March 2002
March 2010

Administrative Procedures

1. Schools are encouraged to communicate with each other regarding planned fund raising activities in order to avoid conflicts regarding timing, the type of fund raising or target groups.
2. Sponsors of fund raising activities will ensure that:
 - the parents/guardians of the students of the class or of the school are in support of the proposed activities and of the proposed dates for the venture
 - there is clear understanding in advance of any contract or agreement as to what form of recognition, if any, donors or contractors may receive; such recognition will be in accordance with the provisions of Policy 2210 (Guiding Principle 14).
 - the scope of the fund raising is proportional to the planned activity
 - plans are shared regarding the disbursement of any funds that are surplus to the cost of the activity.
3. A fund raising form (attached) must be utilized for all fund raising activities covered by this policy, signed by a principal or vice-principal and retained in the school office. A copy of each fund raising form will be provided to the Parents' Advisory Council.
4. Sponsors of lotteries, raffles or games of chance-must be sure to comply with the appropriate government licensing regulations. Casino-style or similar gambling events are not considered appropriate fund raising activities for schools.
5. Students involved in any "door to door" solicitation, whether on behalf of the school or any other agency should:
 - carry school identification,
 - solicit in pairs or groups, never alone,
 - present a school handout clearly articulating the purpose of the fund raising.
6. All funds raised under this policy shall be accounted for in accordance with Policy 2040 Accounting Policy – Non-Public Funds.

Policy Name: Fund Raising in Schools

No. 2220

Administrative Procedures (cont'd)

7. Any proposal for fund raising through a partnership with a business is to be considered within the provisions of Policy 2210 (External Funding through Donations or Partnerships).
8. Where a Parent Advisory Council wishes to raise funds for the school, using the school name, staff, or students in the process, it must follow the terms of this policy.

Date of Initial Board Approval: April 1983

Amendments: May 1983
March 1986
October 1990
June 1997
March 2002
February 2007
March 2010

**SCHOOL DISTRICT 63 (SAANICH)
FUND RAISING FORM**

School: _____

Date: _____

- Nature of Activity: Sale of goods or services by the school (complete Section A)
 Accepting donation of funds, goods or services (complete Section B)
 Contracting with an outside agency (complete Section B and attach contract)

Section A:

Activity Schedule: Begins on _____ Ends on _____

Students involved in fund raising: Yes No

Product or services to be sold: _____

Section B:

Name of individual, corporation or agency providing funds, goods or services:

Recognition to be provided, if any:

In each case:

⇒ Expected value of funds to be raised, or donated goods and services to be received (at least \$500)
Approximately \$ _____

⇒ Purposes for which funds, goods, or services are to be used: _____

⇒ Plans for disbursement of any surplus funds: _____

I support this fund raising activity and certify that the planning abides by both the Guiding Principles and Administrative Procedures of Policy 2220.

Signature of Administrator: _____ Date: _____

cc: PAC President

**THIS FORM WILL BE PRESENTED FOR REVIEW AT THE PAC MEETING OF
_____ (DATE)**

School District No. 63 (Saanich)

Policy Name: School Fees

No: 2300

Preamble

The Board distributes Ministry funding in the most effective manner possible, with the goal of supporting student learning and the educational mandate of each of its schools. It is the Board's intention to provide access to all programs and services without cost to individual students, with a small number of exceptions as outlined in legislation

Policy Statement

The Board of Education distributes funds in a fair and equitable way to all of its educational programs. Schools in Saanich will only charge cost recovery fees in a small number of circumstances and in accordance with the guiding principles and administrative procedures outlined in this policy and with the School Act. A District fee waiver process is in place to support any families who experience hardship, in order to support equal access to all educational programs and opportunities.

Statutory Reference: School Act – Section 82

Contractual Reference:

Policy Reference: Policy 3210 "Earning Credits through Challenge, Equivalency, External Credentials and Post-Secondary Credits"
Policy 3040 "Field Trips"

Date of Initial Board Approval: April 1975

Amendments: July 1979
January 1981
October 1985
December 1997
April 2006
June 2008

Policy Name: School Fees

No: 2300

Guiding Principles

1. There will be no course fees for any Ministry, Board/Authority Authorized, Distributed Learning, Summer School or Course Challenge curriculum.
2. The Board will not charge fees for goods and services which the student needs to meet the required prescribed learning outcomes of an educational program, with three exceptions as outlined in Guiding Principle 7.
3. The Board may charge fees or require students to purchase supplies for personal use such as calculators, student agendas, notebooks, writing tools, paper and physical education clothing and shoes.
4. In some cases, optional opportunities may be offered to students. These include optional field trips or activities that involve supplies that are above and beyond the required materials of the course. In the Field Trip Policy No. 3040, specific guidelines are in place for situations where cost recovery fees may be charged. The Board may also charge a fee for graduation ceremonies as this is an optional activity.
5. Each school shall abide by the District waiver procedures included in Administrative Procedures 1 for any students/parents who are unable to afford the opportunities outlined in 3 or 4 above.
6. Students who choose projects with material costs that exceed the basic outcomes of a course must have the permission of their parents and teacher. Such enhanced projects and materials may be supplied by the student or purchased from the school.
7. In accordance with the School Act, the Board may allow students to rent or purchase their own musical instruments or to purchase their own tools for trades programs. The school will maintain a limited supply of musical instruments for those students who do not purchase or rent. The School Act also allows schools to charge fees for costs related to specialty academies.
8. In accordance with the School Act, the Board may require deposits for educational resource materials, such as textbooks, novels and other resource materials. The Board will refund all or part of the deposit to the student upon return of the educational resource materials. Students will be advised of terms of the deposit at the time the deposit is required. Waiver procedures are in place for all deposits.

Policy Name: School Fees

No: 2300

Guiding Principles (cont'd)

9. There will be no fee for workbooks that are required for completion of a course. Workbooks that are designed to supplement the core course materials and to be written in and kept by students, are considered optional materials and, where available, may be purchased by students through the school. Students have the option of borrowing these workbooks for no fee, provided they are returned in good condition.

Date of Initial Board Approval: April 1975

Amendments: July 1979
January 1981
October 1985
December 1997
June 2004
April 2006
June 2008

Policy Name: School Fees

No: 2300

Administrative Procedures

1. A District fee/deposit waiver procedure is in place in each school. The procedure is as follows:
 - a) Any parent experiencing financial hardship may request a fee waiver by contacting the principal, vice-principal, counsellor or teacher. No such request will be unreasonably denied.
 - b) All requests are held in strict confidentiality, respecting the privacy of the family.
 - c) A fee waiver request is not formally required where an activity such as a field trip is of very low cost (for example, under \$10.00). In these cases, parents are still required to give permission for students to participate. Teachers will allow a student to participate if he/she has not paid.
 - d) Notification of District fee waiver procedures will be included in all student agendas, start-up packages and the District Back to School Information Booklet. Notification of fee waiver procedures will be communicated to students and parents where any fees are being charged.
2. At the beginning of the school year, each school will communicate its procedures for the purchase of school supplies for personal use. Elementary schools may do bulk purchasing to reduce costs to parents.
3. In middle and secondary schools, a school activity fee may be charged for items that are also for personal use (student agendas, locks, etc.). This fee may also include a student council fee, normally for the purchase of consumable items for events such as noon hour spirit activities or school dances. School activity fees are not to exceed:
 - a) secondary schools: \$25.00
 - b) middle schools: \$10.00
4. Administrators are directed to keep the cost of field trips to a minimum. For all schools, it is anticipated that field trip costs will be covered by:
 - a) Board funds;
 - b) the school operating budget; or
 - c) contributions from PAC or school fund-raising.

If all of these sources of funds are unavailable, school administrators may request a cost-recovery contribution from students/parents for optional field trips that are curricular but not assessed.

All field trip costs will be limited to cover only transportation, accommodation, entrance fees, equipment rentals and chaperones. In some instances, teacher on call replacement may be part of the overall field trip cost.

Policy Name: School Fees

No: 2300

Administrative Procedures (cont'd)

5. The school will provide sufficient graphing calculators for student use in Applications of Mathematics 12 and Principles of Mathematics 12. Students may be required to pay a replacement fee if the calculator is lost or damaged.
6. For all courses, teachers will ensure that there are sufficient materials for meeting core curriculum outcomes. Any additional materials for more elaborate projects will be presented as optional opportunities for students and at reasonable cost. These options will be described in course outlines and course selection materials.
7. At the beginning of the school year, students/parents will receive an invoice for student activity fees, deposits and all allowable cost recovery fees (instruments, tools, academics). The fee waiver procedure and deposit reimbursement procedures will be included in all invoices.

Date of Initial Board Approval: April 1975

Amendments: July 1979
January 1981
October 1985
December 1997
June 2004
April 2006
June 2008

School District 63 (Saanich)

Policy Name: Community Use of Schools

No: 2400

Preamble

The Board of School Education believes that district facilities should be available to the community.

Policy Statement

Whenever possible, beyond the provision of mandatory education for students, School District facilities will be made available to the community.

Statutory References:

Contractual References:

Policy References:

Date of Initial Board Approval: May 1971

Amendments: April 1999

School District 63 (Saanich)

Policy Name: Community Use of Schools

No: 2400

Guiding Principles

1. Eligibility of Applicants

Applicants must be capable of accepting responsibility for conduct of participants and financially responsible for damage.

2. Suitability of Facilities

There is no warranty, expressed or implied, on the part of the School District as to the suitability or condition of the premises and LESSEE MUST ACCEPT SAME AT HIS/HER OWN RISK. The School District reserves the right to substitute one facility for another if the need arises.

3. Type of Activity

Lessee must limit themselves and their group to the activity or activities specified in contract, unless otherwise authorized in writing.

Date of Initial Approval: May 1979

Amendments: November 1989
May 1992
June 1992
January 1993
August 1996
April 1999
September 2007
October 2014

Policy Name: Community Use of Schools

No: 2400

Administrative Procedures

1. Applications

Applicants requesting the use of District facilities are required to complete the forms provided. These forms shall be submitted at least 15 calendar days prior to commencement date.

Each principal shall indicate to the Community Use Department by June 15th of each year the evenings they wish to have school facilities reserved for after school educational activities during the following school year. If any discrepancies arise, the Superintendent of Schools or delegate will determine the educational justification. No requests will be considered after June 15th.

User categories are listed in descending order of priority:

1. Students of the school – under control of the principal
2. District Requirements
3. Joint Use Agreements
4. Licensed Daycares
5. Other community groups
6. Commercial
7. District Employees – For personal recreation activities on regular school days only

Users in categories 4, 5, 6 and 7 will, under no circumstances, advertise or promote their activity as being connected in any way with the operation of the school or the District, and shall use the name of the school only to identify the site where the activity takes place, and not as part of the title of the activity.

Under category 4, the Saanich Board of Education supports the use of board property by licensed child care providers on business days between the hours of 7:00am and 6:00pm. The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extra-curricular school activities. Revenue obtained by the board from the use of board property by licensed child care providers will not be more than the direct and indirect costs incurred and to be incurred by the board as a result of making that use available.

2. Charges

Charges will be paid in advance, or as otherwise arranged, to the Saanich School District in accordance with current rates. For activities involving more than 20 people or over a period of more than 5 days, a 10% administrative fee will be charged. Playing field charges will only apply to users over the age of 19 years. Rental rates are shown on the attached Schedule A. Should additional custodial services be requested or required, these services will be provided as indicated by the school.

Policy Name: Community Use of Schools

No: 2400

Administrative Procedures (cont'd)

3. Cancellation

If any of the facilities covered by a contract are required for purposes of the School District, the said facilities shall be made available to the School District, provided that the Lessee receives ten (10) calendar days notice in writing of any such intended use. Lessee shall give ten (10) calendar days notice prior to cancellation of the contract or a 10% cancellation fee will be charged.

4. Supervision

The person in charge of a group is responsible for the admission, and conduct of all participants and/or spectators on School District property. The School District reserves the right to evaluate the supervision provided.

A Facility Supervisor is required when District facilities are used on days or nights when either school or schools are not in session, when custodians are not on duty, or in situations where the manager of Community Use deems it necessary. Facility Supervisors are employed by the School District at the Lessee's expense.

The School District reserves the right to cancel permits where it considers control is inadequate.

The individual designated as "in charge" will:

- Where applicable, make themselves known to the custodian on duty or the Facility Supervisor in the building.
- Enforce all Board regulations concerning the use of school facilities and playing fields.
- Supervise entrance and adjacent area to prevent unauthorized persons from entering the building.
- Limit activities and participants to the area assigned to the group.
- Ensure that specified days and times are adhered to.

5. District Premises

District Premises will be available Monday to Sunday inclusive, at times other than required for school and District needs. No sub-letting of facilities is permitted.

- All requests for use of school equipment must be approved by the principal of the school 10 days prior to use.
- Footwear which could damage or mark floors is not permitted.

Policy Name: Community Use of Schools

No: 2400

Administrative Procedures (cont'd)

- Groups playing soccer indoors must use approved indoor soccer balls.
- All floor hockey sticks shall be the Standard "Cossum" type.
- Adult floor hockey may only be played in gymnasiums that have composite rubber or vinyl flooring. A surcharge is applied to compensate for the additional maintenance to these facilities.
- As per Policy 2410 and Policy 6200, there shall be no consumption of alcohol and no smoking on School District property.
- Lessees shall familiarize themselves with school evacuation plans
- Outdoor facilities are available to groups over the age of 19 at rates per Schedule A.
- Claremont and Parkland tracks will not be available for out of District use without Board approval. Fee to be determined by the Community Use Department.
- Shower and washroom facilities are available at cost.

6. Playing Fields

All requests for use of fields will be authorized by the Community Use Department. A schedule of approved activities and other relevant records will be kept by the Community Use Department. The School District reserves the right at any time to cancel, without notice, the use of any playing fields, and/or outdoor facilities if in the opinion of the School Board such playing fields/outdoor facilities require maintenance or are unfit for use. The School District shall be the sole judge of the condition of the playing fields, but will expect the Lessee to exercise judgement in the use of fields during inclement weather. Deliberate abuse of the district premises and/or facilities may result in the Lessee's contract being terminated.

7. Parking and Parking Lots

Parking of vehicles shall be prohibited on all school grounds, except in specified parking lots. Fire lanes must be kept clear at all times. Use of parking lots is arranged through the Community Use Department. Rates for activities in parking lots shall be set by the Community Use Department.

Policy Name: Community Use of Schools

No: 2400

Administrative Procedures (cont'd)

8. Property

The Lessee will indemnify and save harmless the School District from all manner of actions, causes of action, suits, debts, demands, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the use of school property.

The Lessee shall indemnify the School District forthwith or upon demand for any loss or damage or power wastage occurring to the property of the School District, resulting either directly or indirectly as a result of the use of the facilities under the terms of this Agreement. Lessee is responsible for any costs involved in "securing" facilities left open by Lessee.

Date of Initial Approval: May 1979

Amendments: November 1989
May 1992
June 1992
January 1993
August 1996
April 1999
September 2007
October 2014

School District No. 63 (Saanich)

Policy Name: Community Use of Schools

No: 2400

APPENDIX A

RENTAL RATES FOR COMMUNITY USE OF SCHOOLS

Cancellation charge of 10% will be applied to permits cancelled with less than **72 hours** notice.

1. Indoor Facilities		<u>Classroom</u>	<u>Elem. Gym</u>	<u>Middle/Sec. Gym</u>
1.1	Normal School Days: <i>(Mon-Fri when school is in session)</i>	\$17.25/hr.	\$21.50/hr.	\$35.25/hr.
1.2	Days in which schools are not in session plus Custodial costs. <i>(min 4 hour booking i.e., non-instructional days, holidays, weekends)</i>	<u>Sch Out</u> \$20.75/hr.	<u>Sch Out</u> \$33.00/hr.	<u>Sch Out</u> \$53.50/hr.

2. Speciality Areas

	<u>School In</u>	<u>School Out</u>
2.1	Choir Room (Claremont)	\$21.50/hr.....\$25.75/hr.
2.2	Keating Multi-Purpose Room	\$21.50/hr.....\$25.75/hr.
2.3	Deep Cove Multi-Purpose Room	\$25.00/hr.....\$30.00/hr.
2.4	KELSET Lunchroom	\$35.50/hr.....\$43.50/hr.
2.5	Bayside Multi-Purpose Room	\$72.00/hr.....\$84.00/hr.
2.5	Stelly's Multi-Purpose Room	\$72.00/hr.....\$84.00/hr.
2.6	Parkland Multi-Purpose Room.....	\$72.00/hr.....\$84.00/hr.
2.7	Showers.....	\$50.00/per session

(min booking of 4 hrs when school is not in session)

Additional Charges:

- Tables - \$8.50 each (plus cartage)
- Chairs - .90 chair (plus cartage)
- Choir Risers - \$13.00 each

Any event that occurs when school is closed (non-instructional days, holidays, weekends) or has over 125 people in attendance requires a Facility Supervisor. Cost: **\$25/hr** (min 4 hrs).

Technical Support (student) for Theatre/MP Rooms: \$12/hr.

Any non-athletic event held in a gym may require the floor to be covered.

- \$90.00 per day (plus \$100 pickup/delivery charge).

Surcharge on groups playing Floor Hockey.

- \$3.90/hr

Cancellation charge of 10% will be applied to groups cancelling with less than 72 hours notice.

3. Playing Fields (descriptions may be obtained from the Community Use Department)

3.1	Non-irrigated playing fields	\$15.50/hr
3.2	Irrigated playing fields	\$23.50/hr

4. Commercial Use Rates (trade shows, for-profit organizations/events):

three (3x) the Non-Profit Rate.

5. Use of Parking Lots for Commercial Activities - must be arranged through the Community Use Department (rates available upon request)

6. Claremont and Parkland tracks - tracks are not available for out of district use without Board approval. Fee to be determined by the Community Use Department at time of application.

7. Floor Hockey Information

Floor hockey is permitted in the Brentwood, Lochside and Prospect Lake gyms only. Hourly surcharge applied.

School District No. 63 (Saanich)

Policy Name: Alcoholic Beverages and Illegal Drugs

No: 2410

Preamble

The Board takes very seriously its responsibility to ensure the safety and well being of students, staff and visitors who choose to enter School District facilities and property.

Policy Statement

The consumption of alcohol and use of illegal drugs are not permitted on School District property.

Statutory Reference

Contractual Reference

Policy Reference

Date of Initial Board Approval: February 1978

Amendments: October 1990
July 1991
April 2007

School District No. 63 (Saanich)

Policy Name: Alcoholic Beverages and Illegal Drugs

No: 2410

Guiding Principles

1. The consumption of alcoholic beverages is prohibited in all School District facilities, vehicles and on all school grounds.
2. The use of illegal drugs is prohibited in all School District facilities, vehicles and on all school grounds.
3. Student violation of #1 or #2 above or found to be under the influence of alcohol or illegal drugs will be handled within Policies 4100 and 4120.
4. Those persons who are found to violate either #1 or #2 above may be reported to the police.

Date of Initial Board Approval: February 1978

Amendments: April 2007

School District No. 63 (Saanich)

Policy Name: Site and Facility Capital Planning

No: 2420

Preamble

The Board of Education believes in effective long-term planning and development of publicly owned sites and facilities along with partnering with community organizations and other levels of government, where appropriate.

Policy Statement

The Board is committed to effective site and facility capital planning and will develop an effective long-term facilities capital plan to support its strategic objectives in consultation with partner groups, community organizations and other levels of government.

Statutory Reference: School Act, Section 142

Contractual Reference:

Policy Reference: Policy 1370 (Environmental Learning and Sustainability)

Date of Initial Board Approval: April 1994

Amendments: February 2013

School District No. 63 (Saanich)

Policy Name: Site and Facility Capital Planning

No. 2420

Guiding Principles

1. School buildings and grounds shall offer the best possible environment, within financial limitations, for learning, teaching and support of partnerships in community programs. The planning of district sites and facilities shall follow the following guiding principles to ensure alignment with the Board's vision, mission and values:
 - the safety and best interest of students
 - educational philosophy and effectiveness
 - community and partner participation
 - obtaining best value for money
 - long-stability and sustainability of facility operations
 - sustainability and facility maintenance best practice

2. School facilities should be designed for maximum use in accordance with Ministry of Education guidelines, including:
 - initiatives for community purposes;
 - access for persons with special needs
 - collaboration with post-secondary institutional programs;
 - compatibility with programs provided by other Provincial ministries

3. To provide outstanding learning experiences for students, facilities should:
 - be designed for curriculum, program, instruction or assessment needs
 - provide conditions and opportunities which support learners
 - provide flexibility for current and future uses
 - support the integration and use of learning technologies
 - optimize the integration of services to support students

School District No. 63 (Saanich)

Policy Name: Site and Facility Capital Planning

No. 2420

- 2 -

Guiding Principles (cont'd)

4. To support the teaching and learning process, facilities should:
 - Provide collaboration spaces
 - Create intentional informal gathering and study areas and spaces for staff needs
 - Enhance extra-curricular activities by providing appropriate spaces and site development for:
 - student activities
 - athletics
 - fine and performing arts
 - school academies
 - Provide a safe, healthy learning environment

5. To support sustainable building practice, facilities should:
 - Maximize the sustainability of school facilities in accordance with the energy and sustainability policies of the Board
 - Schools should be energy efficient, with a goal of reducing the District carbon emissions, if possible
 - Minimize the life-cycle maintenance and liability costs for buildings or grounds installations
 - Consider the building condition facility audits and effective lifespan of facilities
 - Consider impact of parking, traffic, pedestrian and school bus loading issues

6. Facility plans should:
 - Accommodate existing and projected enrolments
 - Take into account school feeder patterns in order to maximize effectiveness of facilities
 - Wherever possible, locate schools or educational programs to observe community boundaries and reduce the need for students to cross major arterial roads or highways
 - Reflect understanding of community needs and minimize the impact of solutions on the surrounding neighbourhood

School District No. 63 (Saanich)

Policy Name: Site and Facility Capital Planning

No. 2420

- 3 -

Guiding Principles (cont'd)

- Ensure space is flexible in use for future needs, changes, and growth in academic programs
 - Minimize the use of temporary portable structures
 - Maximize the efficient use of existing space
 - Ensure that life cycle costing is evaluated when sourcing materials and equipment
 - Support community-use and partnerships where appropriate, including the Ministry of Education Neighbourhood Learning Centers Program
7. To ensure viability, facility renovation projects should:
- Ensure construction phasing minimizes the negative impact on the educational program and that phasing is efficient and reasonable in scope
 - Create plans that respect the immediate neighbourhood and community
 - Incorporate economically feasible principles of sustainable design
 - Complete construction within the budget allotted
8. To enhance equitable access, facilities should:
- Provide barrier-free or universal design practice for all school and community programs
 - Ensure ease of access to programs open to the community while maintaining the safety and security of students
 - Plan for elementary schools to be neighbourhood centric, middle and secondary to be regional

Date of Initial Board Approval:

Amendments: February 2013

School District No. 63 (Saanich)

Policy Name: Site and Facility Capital Planning

No. 2420

Administrative Procedures

1. Leaders at the district level shall:
 - a. Appoint a representative to steer discussions and recommendations relevant to a facility or grounds planning program or project involving school administration, staff, students, parents or community partners where practicable.

The district's role is to determine priorities and promote initiatives related to long-term facility capital planning, specific project design incorporating educational or community partnerships and goals
 - b. Provide balanced and objective information
 - c. Seek feedback on analyses and options
 - d. Consider public concerns
2. Funding and operational analysis shall receive the necessary level of approval.
3. Annual or individual special project reports and a Five Year District Facilities Capital Plan will be provided as requested under Section 142 of the School Act by the district representative to the Finance and Facilities Committee.

Date of Initial Board Approval:

Amendments: February 2013

School District No. 63 (Saanich)

Policy Name: Installation of Playground Equipment

No: 2430

Preamble

The Board does not provide funding for the purchase and installation of school playground equipment. Where a school, parent group, and/or community wish to fund such equipment, arrangements shall be made through the School District Maintenance Department with regard to obtaining the necessary approvals regarding the design, construction, and installation of such equipment.

Statutory Reference

Contractual Reference

Policy Reference

Date of Initial Board Approval: July 1966

Amendments: December 1990
April 2007

Policy Name: Installation of Playground Equipment

No: 2430

Guiding Principles

1. The community group shall work with the school principal on any playground project located on school property.
2. The Secretary-Treasurer, or designate, shall approve the location of playgrounds and equipment on school grounds.
3. Plans, structures and equipment specifications shall be submitted to the Secretary-Treasurer, or designate, for approval prior to any work proceeding.
4. It will be the responsibility of the community group to locate all underground services. Before any digging, all utility companies, such as BC Hydro, Telus, Terasen, cablevision, etc., should be contacted to mark out their respective lines.
5. All equipment purchased will conform to the most current CSA standards.
6. All equipment shall be installed according to the manufacturer's specifications.
7. All play areas shall have adequate impact-resistant surfacing materials.
8. A risk survey will be conducted upon completion of the project. All costs associated with the survey will be borne by the community group. The results of this survey will be forwarded to the community group, which will be responsible for implementing any recommendations before the completed structure is accepted by the school district.
9. All playground equipment shall have documented inspection, repair and upgrade programs determined by the school principal and a representative of the Maintenance Department on a regular basis.
10. All playgrounds shall have appropriate signage regarding unsupervised use outside of school hours.
11. Decisions to remove equipment will be made by the Secretary-Treasurer or designate, after consultation with the principal.
12. The purchase and installation costs of playground equipment shall be borne by community groups.

Date of Initial Board Approval: July 1966

Amendments: December 1990
April 2007

Policy Name: Installation of Playground Equipment

No: 2430

Administrative Procedures

1. New playgrounds and expansions or alterations to existing playgrounds must be approved by the Board or designate.
2. Signed approval by the Secretary-Treasurer, or designate, is required on a site plan, showing the exact location of the proposed play structure, before any site preparation takes place. Proper site plans can be obtained from the Maintenance Department.
3. The community group will be responsible for all costs for the project including site clearing, site clean-up after construction, fees associated with the risk survey referred to in Regulation 9 and all costs associated with the implementation of the recommendations of the risk survey. A protective fence may be required around the work site while construction is underway if so directed by the Secretary-Treasurer or designate.
4. Once the Board approves a playground structure on School District property, it will be maintained by the Maintenance Department.
5. In the event that playground equipment is worn out, unsafe and beyond economical repair, the school principal will be advised and the community group will be given an opportunity to either upgrade or replace the equipment.

Date of Initial Board Approval: July 1966

Amendments: December 1990
April 2007

School District No. 63 (Saanich)

Policy Name: Naming of School Facilities

No: 2440

Preamble

From time to time the Board may be in a position to name a new school. There may also be times when the Board has reason to consider renaming existing schools, or when representatives of a school community will request that the Board dedicate part of a school building or property in memory of a person.

Policy

The name of a school, or dedication of a portion thereof, will be decided by the Board following reasonable consultation with members of the school community. A school will not be named for a living person.

Date of Initial Board Approval: November 1991

Amendments: October 2006

Policy Name: Naming of School Facilities

No: 2440

Guiding Principles

1. Existing schools will not normally be renamed.
2. The name of a school will normally be based on geographic or community context.
3. A school will be named in memory of a person only if the Board sees a compelling historically significant reason to do so.
4. In the Board's consideration of naming a school, reasonable consultation should include discussions with student and parent representatives, staff members of the school, members of the local community and, if a name is being considered, members of that person's family if possible.
5. The Board may, upon request, dedicate part of a school or property (e.g., library, gymnasium, field, theatre) in memory of a person or persons who held a significant long-standing connection to that location. A location may be dedicated in memory of more than one person.
6. Naming or dedicating in memory of a person will be based strictly on historical significance or strength of community connections.

Date of Initial Board Approval: October 2006

Amendments:

Policy Name: Naming of School Facilities

No: 2440

Administrative Procedures

1. In consideration of the naming of a school, the Board will appoint a school-naming committee that will include:
 - A trustee
 - A member of executive staff
 - The director of facilities
 - The school principal
 - A representative of the school's teaching staff
 - A representative of the school's support staff
 - A representative of the school's Parent Advisory Council
 - A representative of the Saanich Indian School Board if appropriate
 - A representative of the local community if possible
2. The school-naming committee will seek input from the school community and, as possible, the community at large, and generate a list of up to three names, each with rationale, for consideration by the Board. For a new school, this list should be provided to the Board no less than six months before the scheduled opening of the school.
3. A proposal for dedicating a part of a school (e.g., library, gymnasium, field, theatre) in memory of a person will be considered by the Board only when the matter has been through a thorough consultative process within the school community, including representatives as listed in Administrative Procedures 1.

Date of Initial Board Approval: October 2006

Amendments:

School District No. 63 (Saanich

Policy Name: Use of Video Surveillance on S.D. 63 Property

No: 2460

Policy Statement

The Saanich School District believes that video surveillance equipment may be used in carefully controlled circumstances in order to protect persons and/or property from harm.

The Board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student and employee safety and that students and employees have privacy rights. Therefore, video surveillance must be carried out in a way that respects student and employee privacy rights.

A video recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Statutory Reference

Contractual References

Policy Reference

Date of Initial Board Approval: February 2002

Amendments: April 2007

School District No. 63 (Saanich)

Policy Name: Use of Video Surveillance on S.D. 63 Property

No: 2460

Guiding Principles

- A key responsibility of schools and school districts is to maximize the safety and protection of individuals and of personal and school district property.
- Consideration and subsequent approval of the use of video surveillance equipment may only be granted when there is evidence that human supervision is either impractical or has been shown to be ineffective and that video surveillance is likely to be effective for its stated purpose.
- Video surveillance procedures must be respectful of issues of protection of privacy and of security and subsequent use of any video images that have been captured and in accordance with the Freedom of Information and Protection of Privacy Act.

Date of Initial Board Approval: February 2002

Amendments: April 2007

School District No. 63 (Saanich)

Policy Name: Use of Video Surveillance on S.D. 63 Property

No: 2460

Administrative Procedures

1. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent of Schools or designate describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives and a School District impact assessment for each surveillance area.
2. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the school principal or designated staff person who is responsible for answering questions about the surveillance system.
3. Video surveillance is not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., change rooms, private conference/meeting rooms).
4. Video cameras will be installed only by a designated employee or agent of the school district. Only designated employees or agents and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or video recordings or have access to the computer or hard drive.
5. Video recordings shall be stored in a locked filing cabinet or in a secure manner in an area to which students and the public do not normally have access.
6. Video recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.
7. Video monitors or computers used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by the building administrator or individual authorizing camera installation, by the police, by parents and students (No. 8 below), or by school district staff with a direct involvement with the recorded contents of the specific video recording, or employees of agents responsible for the technical operations of the system (for technical purposes only). Search and reviewing capabilities on digital systems must be protected by password access. If an employee or student is facing any disciplinary action, he may authorize his union representative or other advocate to also view the recording.

Policy Name: Use of Video Surveillance on S.D. 63 Property

No: 2460

Administrative Procedures (cont'd)

8. Parents or guardians with a request to view a segment of a recording that includes their child/children may do so. Students may view segments of a video recording 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. 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 grounds recognized in the Freedom of Information and Protection of Privacy Act.
9. Where an incident raises the prospect of a legal claim against the School Board, the video recording, or copy of it, shall be sent to the School Board's insurers.
10. Video recordings 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 related to a specific incident, or are being transferred to the Board's insurers or the police. Digital systems that use hard drives should be configured so that they archive for 3 to 4 weeks and then loop.
11. Video recordings retained under No. 10 shall be erased as soon as the incident in question has been resolved, except that if the recording has been used in the making of a decision about an individual, the recording 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 of the individual.
12. The Director of Facilities, in conjunction with each school principal, is responsible for the proper implementation and control of the video surveillance system.
13. The Superintendent of Schools or designate shall conduct a review at least annually to ensure that this policy and these procedures are being adhered to and to make a report to the School Board on the use of video surveillance in the school district.
14. Video monitoring is to be carried out in accordance with this policy and these procedures. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of the policy.

Date of Initial Board Approval: February 2002

Amendments: April 2007

School District No. 63 (Saanich)

Policy Name: School Closures

No: 2470

Preamble

The Board recognizes that declining and shifting student populations may necessitate the consolidation and/or closure of schools from time to time. The Board will make its proposed plans on consolidation or school closure clear to all concerned, to provide ample lead time before closing any school, and to support a process that provides an opportunity for those who will be affected to be involved before any decision is made.

Policy Statement

The Board of School Trustees will provide appropriate facilities for all students. The Board recognizes that the number and location of schools must be balanced with education program needs, operational efficiency and must be considered within available resources. When school closures are considered, a full and comprehensive consultation process will be undertaken.

Statutory References:

Contractual References:

Policy References:

Date of Initial Board Approval: September 2003

Amendments:

School District 63 (Saanich)

Policy Name: School Closures

No: 2470

Guiding Principles

In discussing school closures, the Board will consider:

1. Overall program diversity and educational experience for students;
2. Safety of access for students being relocated;
3. Reasonable class sizes in those schools receiving students from a closed facility;
4. Program offerings in nearby schools.

The Board will:

1. Engage in discussion and consultation with parents, staff and the community to ensure that all points of view and viable options are considered;
2. Examine the possible impact of school closures on other Board policies, such as attendance areas and personnel assignment.

Date of Initial Board Approval: September 2003

Amendments:

School District 63 (Saanich)

Policy Name: School Closures

No: 2470

Administrative Procedures

1. A school may be considered for potential closure when a preliminary analysis suggests that closure is worth considering from demographic, educational and/or fiscal perspectives.
2. There will be a minimum of two months of opportunity for those who will be affected by a potential closure to provide input before the Board officially determines whether or not the school should be identified for proposed closure. Such participation should include at least district staff, school staff, school administrators, trustees, parents, community members, and municipal representative(s).
3. Following the two months of input, a report shall be prepared by the Superintendent and presented to the Board of School Trustees. The report should include information on student demographic trends, facility status, fiscal considerations and educational programs, as well as a recommendation on whether or not the Board should, through a Board motion, identify the school for proposed closure.
4. If the Board identifies a school for proposed closure, the Superintendent of Schools will appoint a committee and develop timelines for a (minimum) four month consultation period.
 - (a) The Committee may include:
 - The Superintendent or designate;
 - The Secretary-Treasurer or designate;
 - Up to three members of the Board of School Trustees;
 - The Principal of the school being considered for closure;
 - Another school administrator;
 - District staff as appropriate;
 - Two representatives of the school staff;
 - A representative of the Parent Advisory Council;
 - A representative of the School Planning Council;
 - A representative of the Saanich Teachers' Association;
 - A representative of the Canadian Union of Public Employees, Local 441;
 - A representative of the Saanich Indian School Board;
 - A representative from each affected Municipality;
 - Others as appropriate.

Policy Name: School Closures

No: 2470

Administrative Procedures (cont'd)

- (b) The committee's terms of reference will include:
 - Analysis of demographic trends, facility status and other relevant data related to the school being considered;
 - Analysis of educational and fiscal implications of the proposed closure/consolidation;
 - Analysis of information gathered and feedback from public meetings, including neighbourhood and municipal input;
 - Preparation of a final report that includes recommendations to the Superintendent. These recommendations should include whether or not the school should be closed and, if so, what implementation issues should be considered.
- 5. There shall be a minimum of four months between the time a Board decision is made on a proposed closure and the Board's final closure decision. During that four month period, the Board will organize and host at least one community forum in order to provide information, facilitate discussion and collect feedback for consideration by the consultation committee and the Board.
- 6. In order to gather feedback from the community at large, in addition to communication coming through the representatives on the consultation committee, the public will be informed of the proposed school closure through the district website and media releases, and will be encouraged to provide feedback either through the website, by letter, by personal contact with Trustees or by presentations at public Board meetings.
- 7. At the conclusion of the four-month consultation period, the Superintendent will prepare and present a report to the Board of School Trustees. The report will include the recommendations of the committee.
- 8. The Board will consider the recommendations at a public Board meeting, and make a final decision as to whether or not, and if so when, the school will be closed.
- 9. Closure shall normally be implemented at the end of a school year (June 30) rather than at the end of a calendar year (December 31) or during a school year.

Policy Name: School Closures

No: 2470

Administrative Procedures (cont'd)

10. The Superintendent will be responsible for implementing any recommendation(s) adopted by the Board of School Trustees and shall ensure that disruptions are minimized during any transitions required as a result of the implementation of the recommendation(s) adopted.

Date of Initial Board Approval: September 2003

Amendments: October 2005
February 2006

School District No. 63 (Saanich)

Policy Name: Disposal of School Board Land and/or Improvements **No.** 2480

Preamble

The Board recognizes that declining and shifting student populations and changing facility needs may result in the need to dispose of any unused Board land or improvements by lease, sale or land exchange, easement or right of way in whole or in part.

Definitions

In this policy facility means land and/or improvements. Improvements mean any building, fixture, structure or similar thing constructed or placed on the land. Disposal means sale or lease as defined in the Interpretation Act, easement or right of way.

Policy Statement

When disposing of land or improvements through either sale or lease, the Board will ensure that such disposal does not conflict with or detract from regular or extracurricular programming or the current or future needs of the school district. The disposal shall comply with the School Act and regulations. Disposals to the public shall be through a public tender or other competitive bidding process to ensure fair market value is obtained. The Board may dispose directly to a local government or community partner for an alternative community use and may consider disposal at less than fair market value.

Statutory References: School Act, Section 96 and Ministerial Order M193/08

Policy Reference: Policy 2470 (School Closures)

Date of Initial Board Approval: September 2004 **Amendments:** January 2011

Policy Name: Disposal of School Board Land and/or Improvements

No. 2480

Guiding Principles

1. Each facility will be considered on its own merit.
2. No part of a facility shall be made available for rent or lease during regular school hours if it is felt that to do so would interfere with the district's educational program being offered in the facility.
3. Consideration will be given to the current and future educational needs of the district and possible alternative uses of the facility.
4. For disposal by a lease of 10 years or more or a sale of the land or improvements, the Board will engage in broad consultation with the community and local government to determine preferred uses of the site after disposal.
5. Community use and community partnerships will be considered.
6. When the Board has decided that a facility is no longer required to serve the needs of the district and will not be required for future educational purposes, unless guiding principle No. 4 applies, the Board shall dispose of the facility through a public process as outlined in the administrative procedures.
7. The Board is not required to dispose of the facility through a public process if the Board proposes to dispose of the facility for an alternative community use:
 - a. to a partner not-for-profit organization;
 - b. to a public authority;
 - c. to a person who, as part of the consideration for disposition, will exchange land or an improvement with the Board;
 - d. to a person under a partnering or lease agreement that has been the subject of a process involving the solicitation of competitive proposals; or
 - e. to an owner of adjoining land for the purpose of consolidating the lands.
8. Any proposed transferee or lessee of a facility must satisfy the Board that it has the ability to meet its financial obligations to the Board and the Board must be satisfied that the disposition of the facility is at fair market value.
9. Any school closure will comply with Policy 2470.

Date of Initial Board Approval: September 2004

Amendments: January 2011

Policy Name: Disposal of School Board Land and/or Improvements

No. 2480

Administrative Procedures

1. Any school closure will follow administrative procedures contained in Policy 2470 prior to initiating these procedures.
2. The Board will determine any approval required by the Minister of Education under the School Act and Associated Orders prior to proceeding with the disposal.
3. The Board will seek approval of the Minister, if required, prior to offering the land and/or improvements for disposal.
4. For a sale or lease over 10 years, the Board will undertake consultation on the disposal:
 - a. A committee will be appointed for a period of consultation of not less than five months:
 - i. The committee may include:
 - the Superintendent or designate;
 - the Secretary-Treasurer or designate;
 - up to three members of the Board of **Education**;
 - council and staff representatives of the local municipality;
 - citizen/neighbour representatives;
 - others as appropriate.
 - ii. The committee's terms of reference will include:
 - analysis of information gathered and feedback from public meetings or surveys including neighbourhood and municipal input;
 - preparation of a final report that includes recommendations to the Board.
5. An independent appraisal or evaluation will be undertaken to determine the fair market value of the property for disposal.

Policy Name: Disposal of School Board Land and/or Improvements

No. 2480

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Administrative Procedures (cont'd)

6. The public process for the disposal of a facility will be as follows:
 - a. If the disposition is to a person referred to in no. 4 of the Guiding Principles, the Board may proceed with the disposal after it has passed approval at a public meeting of the Board, provided the Board has published, on its publicly accessible website or in some other public manner, notice of its agenda at least seven (7) days prior to the meeting and the notice includes:
 - i. a description of the land or improvements;
 - ii. the person or public authority who is to acquire the property under the proposed disposition;
 - iii. the nature, and if applicable, the term of the proposed disposition; and
 - iv. the consideration to be received by the Board for the disposition.
 - b. For all other dispositions, the Board shall post at the facility, a sign visible from a public street indicating the nature of the proposed disposition, and the Board shall publish the disposal terms and conditions on BC Bid and a notice in a local newspaper for at least two (2) consecutive weeks that includes:
 - i. a description of the land or improvements;
 - ii. the nature and, if applicable, the term of the proposed disposition;
 - iii. the process by which the land or improvements may be acquired or leased.
7. The Board will approve the disposal of the facility in a public meeting with the disposal by sale approved by bylaw.

Date of Initial Board Approval: September 2004

Amendments: January 2011

School District No. 63 (Saanich)

Policy Name: Flags – Canada and British Columbia

No. 2490

Preamble

The Board of Education believes the flags of Canada and British Columbia are an important part in the celebration of Canada as a country and British Columbia as a province.

Policy Statement

Schools in the district will display the Canadian and British Columbia flags as prescribed in the School Act and Regulations and this policy.

Statutory Reference: School Act: Regulation 265/89, Sections 5(10) and 5(11)

Contractual Reference

Policy Reference

Date of Initial Board Approval: May 2015

Amendments:

School District No. 63 (Saanich)

Policy Name: Flags – Canada and British Columbia

No. 2490

Guiding Principles

The Ministry of Education recognizes the importance of the Canadian and Provincial flags as symbols of patriotism and adherence to Regulation 265/89, Sections 5(10) and 5(11) of the School Act which state:

The Principal of a school shall:

- a) Subject to the approval of the board, establish a program of school assemblies to be conducted at appropriate times during the school year,
- b) Ensure that assemblies are held at least 3 times in a school year, including the school day immediately preceding Remembrance Day;
- c) Ensure that the Canadian national anthem shall be sung at each school assembly; and,
- d) Ensure that the Canadian flag and the British Columbia flag be displayed at each school while in session.

School assemblies referred to in subsection (10) shall be established to promote loyalty to the Crown, respect for Canadian traditions, laws, institutions and human values, and shall include observation of occasions of historic or current importance to Canada and the Commonwealth, as well as appropriate references to the Canadian flag.

Date of Initial Board Approval: May 2015

Amendments:

School District No. 63 (Saanich)

Policy Name: Flags – Canada and British Columbia

No. 2490

Administrative Procedures

Protocol:

1. The Canadian flag should be displayed outside the school building from either a ground or wall mounted pole/staff. Each school will have a single flag pole outside.
2. No flag, banner or pennant should be flown or displayed above the Canadian flag.
3. Flags flown together should be approximately the same size and shall be flown from separate staffs at the same height. The Canadian flag should be given the place of honour when flown or displayed with other flags.
4. The British Columbia flag should be prominently displayed inside the building using either of the following methods: 1) attached flat to a wall with fasteners penetrating the hem area only; or 2) hung from a beam in an appropriate location.
5. It is only appropriate for the flags of Canada and British Columbia to be flown or displayed properly and treated at all times with dignity and respect.
6. All flag(s) should be in good clean condition when flown or displayed. When the flag(s) do become worn, noticeably faded or otherwise unfit for service, they should be replaced and the old flag disposed of by private burning.
7. The flag should be flown from sunrise to sunset each day school is in session and it is not contrary to etiquette to have the flag flying at night.
8. Flags can be displayed inside the building, either on staffs or fastened to a wall. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

Occasions for Half-Masting

1. Schools will fly their flags at half-mast on appropriate occasions, to bestow an honour or express a collective sense of sorrow.
2. Flags will be flown at half-mast by special instruction of the Board or the Superintendent of Schools following a general protocol as follows:
 - a) National (all schools):
On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);

School District No. 63 (Saanich)

Policy Name: Flags – Canada and British Columbia

No. 2490

Administrative Procedures

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On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister; and on Remembrance Day, November 11, if the school is flying its flag(s) on that day.

- b) Provincial (all schools):
On the death of the Lieutenant Governor or the Premier.
- c) School District (all schools):
On the death of a current Trustee or Superintendent of Schools.
- d) School (school affected only):
On the death of a current student or staff member; and
On the death of the Member of Parliament or Member of the Legislative Assembly for the riding in which the school is located.

Period of Half-Masting

Flags will as possible be half-masted upon the death of a person listed. Normally the flags will be half-masted for no longer than three days or up to the day of the funeral and as possible the memorial service. The Superintendent will be responsible for determining the end of the half-masting period.

Method of Half-Masting

1. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.
2. The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably “half-mast” to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly halfway down the staff.
3. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.
4. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

Date of Initial Board Approval: May 2015

Amendments:

School District No. 63 (Saanich)

Policy Name: Purchasing

No: 2500

Preamble

The Board states that its over-riding purchasing objective is to satisfy the operational and educational needs of the school district while realizing overall best value for the school district.

Policy Statement

Procurement processes will ensure purchases are high quality, compliant with standards and legislation, sustainable, competitively priced and maintainable. To achieve this the benefits of decentralized procurement will be balanced with the benefits that can be achieved, in certain circumstances, through central coordination.

The scope of this policy is to include all goods and services except for major capital construction contracts where the Board has appointed an architect or consultant and which are supervised by the Director of Facilities following the Office of the Comptroller General, Capital Asset Management Framework.

Statutory Reference: Canadian Free Trade Agreement and Comprehensive Economic and Trade Agreement

Contractual Reference:

Policy Reference: Policy 3130 – Use of Technology and Information Systems

Date of Initial Board Approval:

Amendments: March 2011
January 2014
October 2018

Policy Name: Purchasing

No: 2500

Guiding Principles

1. The purchase of goods and services will consider educational and operational needs, price, delivery, energy sustainability and quality of the product/service, to determine the best purchase.
2. Purchases over \$10,000 will be made after receipt of competitive quotes. Procurements/contracts cannot be subdivided to avoid this requirement.
3. Purchases will comply with all Interprovincial Trade Agreement(s).
4. Joint purchasing group tenders, BC Education Marketplace purchase opportunities and standing offers from the Province will be used for purchases whenever possible.
5. The Board believes the school district should participate with other public authorities in a cooperative way when appropriate.
6. Purchases will be compliant with health and safety and WorkSafe BC regulations and any concerns will be reviewed by the Health and Safety Manager prior to order.
7. Equipment that needs installation will be reviewed by physical plant staff prior to purchase to ensure compliance with CSA standards and that installation will comply with code and be maintainable by district staff. The installation will be done by district maintenance staff when it can be done for an equivalent price, staff have the expertise and timelines can be met.
8. All technology equipment orders will be coordinated by the information systems department to reduce overall purchase cost, ensure compliance with the district technology plan and ability of district technical staff to support.

Policy Name: Purchasing

No: 2500

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Guiding Principles

9. Purchase of playground equipment will be done after review by the grounds department to ensure that the equipment meets standards and can be installed and maintained by district staff.
10. The use of contracted services for installations must be coordinated through the facilities department to ensure compliance with regulations and the collective agreement.
11. Contractors shall provide the names and qualifications of all members of the management and labour workforce to the district for the district's review prior to the commencement of work, including those of the sub-contractors. All trades persons shall be certified trade personnel, qualified apprentices or labourers in the respective area of work for which they are employed and provided in proportion to the requirement of the applicable legislative requirements in the Province. The district reserves the right to reject personnel from working on the site that are deemed to be unqualified or inexperienced in the line of work for which they are employed.
12. Delivery of heavy goods where the supplier will not unload needs to be coordinated with the facilities department to ensure appropriate safe procedures for unloading.
13. Approval of the purchase of goods and services will comply with the signing authorities in the Procedural Bylaw 1000. Summarized here, the following have signing authority:
 - Up to \$1,000 physical plant supervisors and executive assistants
 - Up to \$50,000 managers
 - Up to \$100,000 principals and vice principals

Each signing authority should be aware that when signing invoices, they are confirming that:

- goods and services have been received in good condition in accordance with the purchase agreement and
- goods and services received are legitimate expenses of the District and are in accordance with established administrative procedure

Policy Name: Purchasing

No: 2500

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Guiding Principles

14. The purchase of goods and services from both public and non-public funds must follow these guidelines.
15. Asset inventories must be maintained for purchases, sales and write offs of capitalized items over \$5,000 in value. Inventory will be taken annually at the end of the school year in June. Documentation supporting inventory taken should be sent in to the finance department.
16. The use of purchasing cards is intended to facilitate the purchase and payment of materials required for the conduct of district business.

Date of Initial Board Approval:

Amendments: March 2011
January 2014
October 2018

Policy Name: Purchasing

No: 2500

Administrative Procedures

Roles and Responsibilities:

Schools Principals/Vice Principals and department managers are responsible for:

- Planning, managing and documenting the process of acquiring goods and services in accordance with all district requirements
- Using joint purchasing group tenders, BC Education Marketplace purchase opportunities and standing offers from the Province for purchases whenever possible
- Managing the purchasing process in a prudent, unbiased manner that fairly treats all potential vendors
- Ensuring that all procurement is designed to provide best value to the district
- Ensuring that all procurement activity is consistent with district policy

The finance department is responsible for:

- Managing and fully documenting the processes, policies and administrative procedures used to acquire goods and services in the district
- Making staff aware of existing BC Education Marketplace purchasing opportunities or Corporate Supply Arrangements to meet purchasing requirements
- Providing tools and advice to assist responsible staff in carrying out their responsibilities
- Storing all documentation supporting the process of acquiring goods and services
- Ensuring that all procurement activity is consistent with district policy

General Procedures:

The staff responsible for purchasing in their school or location will ensure that the following procedures are followed:

1. Consider standardization of goods where appropriate to realize best life-cycle value.
2. Procure goods and services without compromising a healthy, safe, relevant, environmentally sustainable and acceptable learning and working environment.

Policy Name: Purchasing

No: 2500

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Administrative Procedures

- a. Equipment that is operated by electrical or carbon fuels shall be specified and selected to maximize the useful life of the product, the operating energy efficiency and to minimize the greenhouse gas production throughout their lifecycle.
 - b. Acquired products shall demonstrate the least waste in their creation through to disposal, including removal of surplus shipping material by the supplier and salvage or recycle capabilities at the end of useful life.
 - c. Procure goods and services with due regard to the environment. Suppliers are to be made aware of the requirement to provide environmentally friendly and recyclable products. Specifications on items are to be reviewed to ensure that, whenever possible and economical, the materials provide for the lowest volume of post consumer waste and largest recycled content or the lowest volume of an environmentally hazardous product without significantly impacting on the effectiveness or efficiency of the product.
3. Provide reasonable opportunities for qualified suppliers and contractors to seek the school district's business. Purchasing shall reflect an open market policy ensuring that all interested suppliers have the opportunity to make supply proposals.
 4. Contracted services for facilities or transportation shall be undertaken by those relevant departments on behalf of the manager to ensure compliance with regulations and the CUPE Collective Agreements.
 5. Document rationale for purchases made other than to the lowest price bidder using the applicable finance department form where a purchase exceeds \$10,000.

Policy Name: Purchasing

No: 2500

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Administrative Procedures (cont'd)

6. Select vendors through processes which are open, competitive and ethical. This process means that all potentially interested suppliers are given a chance to make supply proposals. Staff must not grant preferential treatment to any prospective proponents. Staff must not divulge any information that could impair the negotiating position of the District or benefit the competitive position of one proponent over another. Finally, an employee must not participate in a contracting decision if the contract involves a direct relative (spouse, parent, grandparent, grandchild, brother, sister, son, daughter), a person married to a direct relative, or a person sharing the same household as the employee.
7. The purchase of materials and services shall be based on total best value, which is determined by weighing all or some of the following factors:
 - a. Acquisition cost, including transportation
 - b. Operating cost
 - c. Availability of parts, service, training and technical expertise from the vendor
 - d. How well the product does the job for which it was intended
 - e. Durability and reliability of the product
 - f. Energy efficiency
 - g. Cost of supportive inventory
 - h. Expedient delivery
8. Utilize accepted professional practices for public sector buying.
 - a. All procurement shall respond to the principles of the current trade laws in effect by eliminating local price preferences, biased technical specifications, unfair registration requirements or any other discriminatory practices for non-resident suppliers in order to ensure equal access to procurement for all interested Canadian suppliers.
 - b. Procurement of goods, services or construction shall meet the standards of current trades laws in effect for the aggregate of products exceeding the following limits:
 - (i) \$75,000 or greater for goods;
 - (ii) \$75,000 or greater for services; or
 - (iii) \$200,000 or greater for construction.

Policy Name: Purchasing

No: 2500

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Administrative Procedures (cont'd)

- c. Electronic national tendering system notices, such as BC Bid, shall be posted for all goods or services exceeding the limits per administrative procedure 7c.
 - d. All procurement shall consider and align with British Columbia's Taxpayer Accountability Principles of cost consciousness, accountability, service, respect and integrity.
9. Utilize purchasing resources solely for the benefit of the school district. Wherever possible, purchases shall be arranged at times or in quantities that will be convenient to annual requirements, the availability of budgeted funds and storage facilities.
 10. Direct awarding of procurement and/or contracts to a vendor without a competitive bidding process would be acceptable only in exceptional circumstances, not limited to but including:
 - if staff can prove only one person is qualified or available.
 - an unforeseen emergency exists and the goods, services or construction could not be obtained in time using a competitive process.
 - a competitive process would interfere with our ability to maintain security or order.
 - the acquisition is of a confidential or privileged nature and disclosure through a competitive bidding process could reasonably be expected to compromise confidentiality, cause economic disruption or be contrary to the public interest.Before a direct award is made, the circumstances resulting in the need to do so should be documented and provided to the Secretary-Treasurer for approval.
 11. Prepaid purchase orders (PPOs) are pre-approved cheques that are to be used only in situations where vendors require immediate payment for purchases less than \$500 and a purchasing card cannot be used. These are not to be used for regular payment of invoices.

Schools must log and control receipt and issuance of PPOs. Control logs must be forwarded to Accounts Payable monthly and are subject to audit. As PPOs are used, a copy should be forwarded to Accounts Payable along with original invoices, packing slips and any other relevant supporting documentation for posting of payments.

Policy Name: Purchasing

No: 2500

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Administrative Procedures (cont'd)

PPOs must be treated as cash. It is essential they are properly controlled and processed. They must be kept in the school safe or under lock and key with access restricted only to designated individuals.

Specific PPO restrictions include:

- Not to be made payable to employees, to the issuing school or to cash. Not to be used to advance funds.
- Under no circumstances are any amounts or other details on a PPO to be corrected on the cheque portion. The bank will not process any PPO that has been modified in any manner or that exceeds \$500.
- PPOs cannot be issued to the United States or to any other country.
- Multiple PPOs are not to be issued to a supplier to acquire goods greater than \$500.
- Not to be used for goods on back order.

All employees purchasing for the school district shall ensure to:

- a. Consider the interest of the schools, needs of educational programs, environmental sustainability of the product and the support services required from information technology or facilities maintenance services. The purchaser shall allow for costs of all accessory construction, electrical, mechanical or information technology infrastructure service installations or alterations in planning for new or replacement equipment
- b. Consult with all relevant departments in advance of any purchase for equipment to obtain approval of the scope of the new installation and to receive specifications for building, fire, fuel burning appliance, electrical and plumbing code or Canadian Standards Association regulations pertaining to: service sizes, voltage, amperage, mechanical ventilation standards, installation clearances, fire safety standards, WorkSafe Occupational Health & Safety practices, information or communication technology network operating protocols, communication or video wiring infrastructure/architecture or any other relevant governing regulations.

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Administrative Procedures (cont'd)

- c. Communications equipment, telephone software upgrades or wiring installation shall be authorized by the Information Technology department.
- d. Fully comply with District Conflict of Interest policy.

Extraordinary Equipment Items

1. Specifications for any equipment to be purchased by an individual school with its own funds or to be donated to a school by any agency, firm or individual, shall be submitted to the relevant department of facilities, health and safety or for examination and evaluation, prior to purchase or acceptance.
2. The relevant department shall recommend whether equipment to be purchased by or donated to individual schools is of a standard to merit maintenance and operation by district staff and with district funds.

Specific Procedures and Forms of Purchase

1. The methods and forms of purchase are established to provide:
 - a. an effective method of communicating and documenting the terms and conditions associated with the procurement of goods and services between the department making the purchase, the vendor and the finance department;
 - b. accurate accounting of expenditures;
 - c. efficient and timely payment of invoices through use of documents that provide evidence of the conditions of purchase, approval of expenditures and acknowledgement of receipt of goods and services contracted.
2. The methods and forms of purchase are to be observed within the monetary thresholds set out in Table 1 when making purchases on behalf of the school district.

Administrative Procedures (cont'd)

3. Managers are required to ensure that:
 - a. methods of purchase are used appropriately;
 - b. the Director of Finance is informed in writing of all staff granted administrative authorization to purchase on their behalf; and any changes to administrative authorization granted to departmental employees;
 - c. staff granted administrative authorization shall review on a regular basis the Purchasing Policy objectives and procedures.

TABLE 1		
Method and Form of Purchase		Value of Transaction
1.	Best price effort to extent deemed appropriate	Up to \$10,000
2.	Written Request for Quotations (RFQ) or Request for Proposal (RFP) (Minimum of three to be solicited)	> \$10,000 < \$75,000
3.	Public Invitation to Tender (BC Bid) or Request for Proposal RFP Secretary-Treasurer's Award Required	Over \$75,000 Except Capital Construction \$200,000

NB: In determining the value of the transaction consideration will be given as possible to potential cost overruns or contract extensions.

Specific Procedures and Forms of Purchase – Table 1, Section #1

1. Generally, all required goods and services will be purchased from the lowest bidder unless it is determined that for reasons such as service, quality or supply availability it is unwise to purchase from the low bidder.

Administrative Procedures (cont'd)

2. Suppliers and contractors will be selected that demonstrate the level of flexibility required and a commitment to competitiveness in product development and technical improvements. They must maintain ethical business practices and a good record of adhering to specifications and deliverables to provide the quality of service desired by the school district.
3. All purchases of goods, services and construction where the procurement value is in excess of the amounts set out in current trade law in effect shall be conducted in accordance with the terms and conditions of current trade law.
4. Where the purchase is expected to be within the discretionary threshold (Table 1, Level 1), the best price for specified goods and services is to be achieved through such efforts as obtaining quotations or performing catalogue or advertisement comparisons. The method and extent of such comparisons will be at a manager's discretion. It is understood that the decision criteria may be weighted more heavily on energy efficiency (and convenience) than on price.
5. Where a purchase is over the discretionary threshold and the manager is recommending that the purchase be made from other than the lowest bidder or against the method of purchase prescribed in Table 1, then managers or authorized staff responsible shall obtain the approval of the Secretary-Treasurer and/or legal counsel, as the case may be directed by the Secretary-Treasurer.
6. Where the purchase is over the discretionary threshold and the variance between the lowest bid and the next lowest bid is greater than 20%, managers or authorized staff responsible shall inform the Secretary-Treasurer and obtain approval before awarding the contract to supply to the lowest bidder.

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Administrative Procedures (cont'd)

Method and Forms of Purchase – Table 1, Section #2

Written Requests for Quotations (RFQ):

1. When required, written quotations are to be obtained from not less than three vendors.
2. Requests for quotations are to be based on minimum specifications (or specifications that do not artificially restrict competitive price quotations). The award of contract is to be made on the basis of the best value offered for the specified goods or services. If a favorable price quotation is submitted by a vendor that offers features that either add or limit the conditions under which the price is valid then an award may be made to a firm that provides the highest value through any revised conditions.
3. Requests for quotations may be issued to selected vendors who are known to be able to provide the quality of goods or services required. The potential respondents will be provided with a request for quotation which will include the following:
 - a. quantity and description of the goods and or services to be purchased including, where applicable, the product or service specifications;
 - b. date by which the school district requires the goods or services;
 - c. stipulation that all quotations must show applicable taxes and freight charges separately from the price quoted for the goods or services;
 - d. period of time after the receipt of quotations before the contract is expected to be awarded;
 - e. general terms and conditions that may apply to the goods or services supplied by the successful respondent;
 - f. the date and time at which price quotations will no longer be accepted for consideration; and
 - g. a disclaimer stating that “the lowest or any quotation will not necessarily be accepted”.

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Administrative Procedures (cont'd)

Requests for Proposals (RFP):

4. Requests for Proposals will be used when selecting professional design or consulting services such as legal, audit and engineering services. An RFP will typically only be used where the estimated value of the services will be in excess of \$25,000.
5. An RFP describes the project to be undertaken, the intended results, and the criteria for choosing the successful bidder; it seeks the creative input of the marketplace. An RFP asks the respondent to address the issue of how to achieve the desired results.
6. Security and/or bonding and/or insurance requirements to be determined on the basis of each individual RFP.
7. The successful respondent is chosen based on criteria such as proven expertise in the specific areas required, qualifications and experience of staff, reference checks, compliance with Request for Proposal document, financial stability and costs.

Specific Procedures and Forms of Purchase – Table 1, Section #3

Public Invitations to Tender

1. An Invitation to tender is a formal document that sets out specific objectives to successfully complete a project or to purchase goods or services at a competitive price. The terms and conditions are established and controlled by the purchaser.

Administrative Procedures (cont'd)

2. Requires that a formal written tender document be prepared which includes all relevant conditions and specifications for the goods or services required and provides the evaluation criteria for determining the successful bidder. A disclaimer stating “the lowest or any bid is not necessarily accepted” must be included in the tender document.
3. The tender will be advertised on BC Bid and tender documents will be available to all potential suppliers when the documents are returned following the tender.
4. Security and/or bonding and/or insurance requirements to be determined on the basis of each individual Public Invitation to Tender
5. Sealed tenders will be received from bidders at the location and up to the time specified in the tender document. Tendered bids must be presented for submission sealed and be stamped as to time and date of receipt and maintained in a sealed condition.
6. The responsible manager will convene a formal tender opening on the closing date of the tender which may be attended by interested parties and must include at least two witnesses. The responsible manager will undertake an evaluation of the bids and prepare a tender award recommendation report for the Secretary-Treasurer’s consideration. The recommendation for the contract award is to be given to the vendor submitting the lowest bid and that meets all the terms and conditions set out in the tender document and complies with the evaluation criteria. If a bid offers features that either add to or limits the terms and conditions of supply as specified in the tender document then the bid should be rejected.
7. All relevant documentation including the tender opening record and lowest qualified bid form is to be presented to the Secretary-Treasurer for authorization to award.

Administrative Procedures (cont'd)

Specific Requirements for Contracts

1. All contracts must specify the outputs and outcomes required, acceptable quality and quantity, against which the performance of the contractor will be monitored and evaluated.
2. When entering into a contract, staff must utilize the finance department contracts template or include text addressing the following key requirements:
 - a) A maximum contract ceiling price above which the contractor cannot bill the district.
 - b) A requirement for contractors to provide the district with a certificate of insurance to protect the district in the event of default, errors or claims against the district.
 - c) A statement that expired contracts cannot be retroactively extended.
 - d) A statement that staff cannot do or say anything that creates a verbal contract on behalf of the district.
 - e) A statement identifying how any contract disputes will be resolved.
 - f) A statement that any contracts in excess of \$10,000 may be publicly disclosed.
 - g) Where a contractor will be collecting, creating, using, disclosing or storing any personal information, the district must complete and attach a Privacy Protection Schedule to the contract.
3. Staff that engage contractors are required to monitor, evaluate and report on their performance internally. In the unlikely event of poor performance, it is the district expectation that responsible staff:
 - a) Notify the contractor in writing of deficiencies in their work and arrange to discuss the problem.
 - b) Issue a notice to comply if the contractor persists in deviating from the terms and conditions of the contract.

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Administrative Procedures (cont'd)

- c) Issue a stop work order if the contractor ignores the notice to comply.
 - d) Terminate the contract subject to advice of district legal counsel.
4. Any contract disputes must be dealt with in a just, prompt and cost-effective manner.

Emergency Purchases

1. To meet an emergency, the Superintendent or Secretary-Treasurer may authorize the immediate purchase of any item without recourse to the provisions of this policy or regulations, but such purchases over \$5,000 shall be reported to the Board.

Cooperative purchasing arrangements

1. From time to time staff across the district pool funds to form groups for certain purchases. It is important in a group purchasing arrangement that purchases made benefit the whole group and are in accordance with what was agreed by all.
2. Group purchase arrangements must have a formal purchase approval structure that is agreed by all members pooling funds and is provided to the finance department in advance of requests for payment or reimbursement.
3. The formal purchase approval structure should address:
- who can initiate purchases.
 - who can approve purchases.
 - what are typical expected expenditures.
 - what will happen to any surplus funds.

Honoraria

1. An honorarium is a payment made to a person which does not represent full compensation for their time and effort. From time to time, these may be paid across the District for various reasons including to recognize volunteers, coaches or guest speakers.

Administrative Procedures (cont'd)

It is important that all staff understand that there are legal and reporting requirements that must be followed when providing honorarium payments.

2. Honoraria are considered taxable income under the Income Tax Act and must be reported on a T4A (or T4 if the payment is made to an employee).
3. Honoraria require advance approval by budget holder and finance department through an Honorarium Request Form, which collects information on the individual receiving the payment, purpose, amount and form of the payment.
4. All honoraria must be processed through the finance department to fulfil the required legal responsibilities of reporting to Canada Revenue Agency.
5. Honoraria are limited to \$500 total and no more than \$50 per hour. If a presenter requires a higher fee, they should invoice the District (i.e. for instructor services). The invoice will be processed through Accounts Payable.
6. Honoraria are usually only paid to non-staff members. If an employee is being paid an honorarium, it must be for recognition for additional services that are not within their job description. All honoraria paid to employees will be issued through the payroll system and will be reported on employees' T4 slips.
7. Honoraria must not be paid by gift card, unless documented and approved extenuating circumstances apply. No employees shall ever be paid an honorarium by gift card.
8. Honoraria must not be paid with petty cash or with prepaid purchase orders.

Purchasing Cards

1. The purchasing card program exists to provide staff with flexibility in purchasing smaller dollar items and to increase operational efficiency for these purchases.

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Administrative Procedures (cont'd)

2. Purchasing cards will be issued to staff within a department/school as approved by their Supervisor/Principal. To request a purchasing card for a staff member, the department/school must complete the Purchase Card Request Form and submit this to the finance department.
3. Annually, each cardholder must sign a Cardholder Acknowledgment agreement outlining the policies and procedures surrounding the use of their purchasing card.
4. Cards cannot be used by anyone other than the named cardholder. Cards are never to be used for personal purchases. Improper use of the card can result in penalties including card cancellation.
5. The purchasing card should be used in the following instances:
 - Purchase of low value tangible goods
 - Payment of subscriptions and conference registration fees, hotel fees, airline tickets
6. The purchasing card WOULD NOT be used in the following instances:
 - Cash advances
 - Private or personal use
 - Where the end user receives a reimbursement allowance such as gas or meal expenses while travelling on district business
 - Service contracts
 - Hazardous materials or dangerous goods
 -
 - Any information technology equipment (computers, ipads, cellular phones, cellular phone accessories etc.)
 - Casual or temporary labour
 - Entertainment
 - Alcohol

Administrative Procedures (cont'd)

Procedure for Order Placement by End Users

1. Individuals who have been issued a purchasing card may use their credit card in performing the normal function of low value order placement following the purchasing card guidelines.

Note: Where goods procured would fall under Provincial Sales Tax Exemption (i.e. certain school supplies, safety equipment and protective clothing and books or periodicals), the use of a purchasing card may eliminate this savings. If the savings is considered to be of value, the normal purchasing process using a purchase order must be used to obtain this exemption.

- a. The end user determines the vendor and calls to obtain pricing and availability. Every effort should be taken to ensure that the correct goods are ordered. **NO BACKORDERS ALLOWED.**
- b. The vendor is given the purchasing card number, name of the cardholder and the expiry date.
- c. The vendor is to be instructed that the notice "DELIVER TO - "End User" is to be noted on the purchasing card slip.
- d. The vendor is instructed that a separate receipt showing the itemized goods with their individual and total costs together with the vendor's GST number, must be attached to the purchasing card debit slip. Receipt must show details of the items purchased.
- e. Goods may be picked up by the end user. Should that not be possible, the end user is to give the vendor shipping instructions along with the ship to address.
- f. Shipments may not be directed to home locations. Any shipping charges must be included with the purchasing card transaction.
- g. Goods shipped to the district will be delivered to the end user, together with the purchasing card slip and receipts.
- h. The end user must keep the detailed receipt to match to the month end purchasing card statement.

Administrative Procedures (cont'd)

Reconciliation, Payment and Record Retention

1. As transactions are made, each cardholder will obtain detailed receipts for each purchase. Cardholders will document on the receipt:
 - the appropriate general ledger (GL) code (the Accounts Secretary will need this for entry of the transaction into Spend Dynamics); and
 - additional supporting information, if required.

Cardholder are required to provide additional supporting explanation on receipts for:

- Food or drink purchases: reason for the purchase (i.e. business meeting for xyz, number of participants: x, names of participants). Note that the detailed receipt is the receipt with the list of food items purchased.
- Restaurant meals: reason for the purchase (i.e. business meeting for xyz, number of participants: x, names of participants). Note that the detailed receipt is the receipt with the list of food items purchased.
- Any purchases that seem potentially personal (i.e. clothing, shoes, make up, personal hygiene items): card holders will document the business rationale for the purchase (i.e. props for school play).

As soon as practically possible after transactions are made, (i.e. the next business day) cardholders will provide the detailed receipts to their assigned Accounts Secretary.

2. The Accounts Secretary is to:
 - a. Regularly enter the GL code and reason for expenditures in Spend Dynamics. Check that GST displayed is correct and correct if it doesn't match the receipt. Enter a zero if there is no GST. Ensure all transactions are coded prior to the monthly deadline.
 - b. Monthly, match all original receipts against transactions on the statement. If there are discrepancies, these must be followed up on with the vendor. If receipts are missing, the cardholder must complete a Missing Receipt Form and submit it for the Principal's approval.
 - c. Monthly, print all cardholder statements, attach receipts, and obtain the Principal's approval signature.
 - d. Forward approved statements to the finance department in the School Board Office.

Administrative Procedures (cont'd)

3. Accounts Payable assumes unless advised otherwise that all transactions recorded by BMO are legitimate and payment will be processed without approval by the cardholders. Responsibility rests with the purchasing card users. Accounts Secretaries and supervising management to ensure all transactions are accurate and legitimate.

Disputed items, which are purchases that do not accurately reflect the transactions made by the card holder (such as the wrong amount, multiple postings), are the responsibility of the card holder to resolve. Problems with merchants are also to be settled by the card holder directly.

Missing Receipts

Adequate supporting documentation is required for all District transactions. Missing receipts result in additional work load for staff, increase the risk of the District recording inappropriate expenditures and cause the District to lose the GST recoveries we would otherwise be entitled to.

If receipts are lost, a Missing Receipt Form must be completed, signed by the cardholder and approved by the Principal/Supervisor. Repeated instances of missing receipts may result in the District removing the purchasing card.

If the purchase exceeds \$500, an attempt must be made by the cardholder to secure a duplicate receipt from the vendor. If a duplicate receipt is successfully obtained, the cardholder must forward this to the finance department.

Card Return

It is the responsibility of the School or Department Administrator to advise the finance department to cancel cards for a cardholder who has terminated their employment with the district or changed job function. The card must then be cut up and returned to the finance department.

Card Use over the Summer

To reduce the risk of inappropriate transactions, the finance department reserves the right to temporarily suspend the purchasing cards of 10 and 11 month employees when school is not in session.

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Administrative Procedures (cont'd)

Lost or Stolen Cards

The cardholder must notify the bank immediately of any lost or stolen cards. The lost or stolen card will be cancelled and a replacement card issued within 5 business days. The cardholder must also notify the finance department if a card is lost or stolen.

Travel

Travel policies are outlined in Policy 2110 Travel and Related Expenses for Trustees and Personnel.

If cardholders will be travelling outside of Canada on District or school business and will be using their purchasing cards, please call BMO (using the telephone number on the back of their card) to inform them of travel dates, destination and expected purchases. BMO will note this in the cardholder's file and this will reduce the risk that transactions will be declined due to suspected fraud.

If cardholders believe trip expenses will potentially exceed card limit, please contact the finance department in advance of the trip to request a temporary credit limit increase.

Use of personal credit cards

Staff who have been issued purchasing cards are expected to use their cards for all District business. It is not appropriate to use a personal credit card instead of the District card as this increases staff workload to process personal reimbursement and the District incurs a cost related to the loss of the 1% rebate provided by BMO for use of purchasing cards.

Where staff with purchasing cards have chosen to use their personal card rather than their District issued card except in extenuating circumstances beyond staff control, their school/department will be issued a 1% fee by the District to recover the cost of lost rebate.

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Administrative Procedures (cont'd)

Declined Cards

BMO tracks all instances of declined card transactions and District staff review these regularly. If a vendor advises you that a transaction has been rejected, first check that the correct purchasing card number, name and expiry date was given. Should the transaction still not be processed, please call the purchasing card Customer Service 1-800 number on the back of the purchasing card and ask them to check to see why the transaction was unable to be processed. Please inform District staff if you have issues using your purchasing card so that we can work to rectify any issues.

Date of Initial Board Approval:

Amendments: March 2011
January 2014
October 2018

School District No. 63 (Saanich)

Policy Name: Conflict of Interest

No: 2510

Preamble:

The Board expects employees to act with the highest standards of integrity in discharging their employment duties. In order to maintain the public's trust and confidence it is essential that employees acting on the Board's behalf avoid both the perception and any existence of conflict of interest.

Policy Statement:

A conflict of interest arises when an employee's private or financial interests compete with his or her professional duties to the Board. The Board expects that its employees will not engage in activities where their actions or decisions are affected by personal gain, financial or otherwise or raise a reasonable question of conflict with their duties and responsibilities.

Statutory Reference:

Contractual Reference:

Policy Reference:

Date of Initial Board Approval: October 2018

Amendments:

Policy Name: Conflict of Interest

No: 2510

Guiding Principles

1. Perceived conflict of interest

A perceived conflict of interest exists when an employee's private interests would appear to a reasonable person to conflict with their job duties, even though there may not actually be a conflict.

2. Potential conflict of interest

A potential conflict of interest exists when an employee has private interests that, while no conflict has yet arisen, a conflict would arise were the employee to become involved in discharging workplace responsibilities in the future that could be influenced by the private interest.

Employees are expected to request a determination of the Superintendent or Secretary-Treasurer before engaging in any activity which might reasonably raise questions about a possible conflict of interest.

3. Disclosure Process

When an employee is aware they have a possible conflict of interest, they must disclose it, within 30 days, to the Secretary-Treasurer.

Employees will outline:

- Specific duties that are relevant to the possible conflict;
- Specific private interests relevant to the possible conflict; and,
- Any interests of the district that you are aware of related to upholding public trust and confidence.

When a possible conflict of interest has been reported, the Secretary-Treasurer will decide if the conflict exists and if it must be resolved or how it could be mitigated.

Policy Name: Conflict of Interest

No: 2510

Guiding Principles cont'd

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4. Duty to Report

Employees will comply with all applicable laws and regulations and have a duty to report to the Secretary-Treasurer, in writing, any situation that they believe:

- Contravenes the law or district regulations.
- Misuses public funds.

Date of Initial Board Approval: October 2018

Amendments:

Policy Name: Conflict of Interest

No: 2510

Administrative Procedures

Employees are expected to act with the highest standards of integrity and avoid both the perception and any existence of conflict of interest.

When an employee is aware they have a possible conflict of interest, they must disclose it, within 30 days, to the Secretary-Treasurer. Please outline:

- Specific duties that are relevant to the possible conflict;
- Specific private interests relevant to the possible conflict; and,
- Any interests of the district that you are aware of related to upholding public trust and confidence.

When a potential conflict of interest has been reported, the Secretary-Treasurer will decide if the conflict exists and if it must be resolved or how it could be mitigated.

General Procedures

The following conduct by an employee will be considered to be a breach of the conflict of interest policy:

1. Receiving payment for privately providing services that are part of their responsibilities as an employee.
2. Promoting at an employee's school/site any services they privately offer to employees, students or parents. Any private services provided must not take place on district premises.
3. Engaging in any activity outside regularly related employment duties, during working hours that promotes or involves an employee's business interests or those of their immediate family.
4. Utilizing district services, premises, materials and equipment for an employee's business or their immediate family interests or other purpose which might compromise the interests of the district.
5. Receiving personal gain, financial or otherwise for the sale of work or materials produced for the district as part of the employee's normal duties for which the employee has been adequately compensated by the district.
6. Demanding or accepting, directly or indirectly, a gift, favour, commission, benefit or services of any value where a personal benefit results, from any individual, organization, firm or corporation which might be interested in doing business with the district or may otherwise be interested in a benefit, gain, special consideration or favour from the district.

Policy Name: Conflict of Interest

No: 2510

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Administrative Procedures

- a) It is recognized that hospitality and token promotional gifts or prizes of nominal value (less than \$200) are an accepted courtesy in a business relationship. Recipients of such token gifts or hospitality are cautioned to ensure acceptance does not result in compromised objectivity.
 - b) Gifts or prizes of other than nominal value are property of the district and must be disclosed to the Secretary-Treasurer to determine how they should best be used to benefit the district.
7. Giving preferential treatment, in the performance of duties, to an individual, corporation or organization, in which the employee, trustee or their immediate family has a financial interest.
 8. Selling or assisting in the sale of supplies or equipment within or to the district, and furnishing lists of students or parents to anyone selling such services or material.
 9. Making personal bids on the sale of district property or goods other than those disposed of at public auction.
 10. Representing themselves as being in a position to commit the district to the purchase of goods or services, except in accordance with relevant policies and regulations, and within the recognized authority of their position.
 11. Divulging confidential information that employees receive as a result of their employment with the district. Any information received must be kept confidential and is not to be divulged to anyone other than individuals authorized to receive such information.
 12. A business relationship between the school district and an employee with external business interests. Exceptions may be made where no other source for the required product or service is available. In such cases, Secretary-Treasurer approval is required.

Policy Name: Conflict of Interest

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Administrative Procedures

13. Participating in a hiring panel involved in making the decision to hire a family member or friend.

Employment Outside of the District

Employees who are engaged in employment or who have business interests outside of their employment with the district must comply with the following guidelines:

- a) The outside employment or business interests must not interfere with performance of the employee's duties to the district and must take place outside of the employee's normal or scheduled working hours.
- b) The employee shall not use the district's time or resources (including but not limited to photocopies, email, printers, vehicles, cellular phones, equipment and supplies) for the benefit of non-district employment or business interests.
- c) The employee shall not engage in any outside employment or business interest that is incompatible with the employee's assigned duties.

Date of Initial Board Approval: October 2018

Amendments: