
AGENDA

Wednesday, April 23, 2025. 9:30 AM – 11:00 AM
Policy Committee – SD 64 (Gulf Islands)

Called to order:

1. Adoption of Agenda

2. Approval of February 12, 2025 Summary (*attachment*)

3. Policy Renovation

a. Section 5.0 Overview (*attachment*)

b. Draft Renovated Policies

- i. 5.12 Annual Budget (*replaces Policies 605 Annual Budget and 606 Budget Monitoring and Reporting (attachments)*)
- ii. 5.20 Student Fees and Financial Hardship (*replaces Policies 6700 Student Financial Assistance and 6750 School Fees (attachments)*)
- iii. 5.30 Reimbursement of Expenses (*replaces Policy and Procedure 6500 Travel Expenses (attachments)*)
- iv. 5.40 Donations and Gifts (*replaces Policy and Procedure 630 Education Trust Fund (attachments)*)
- v. 5.60 School Closure (*replaces Policy and Procedure 635 Permanent School Closure (attachments)*)
- vi. 5.61 Disposal of Land and Improvements (*replaces Policy and Procedure 616 Disposal of Land or Improvements (attachment)*)

4. Other Business / Business Arising

a. Student Accommodation Allowance – (*attachment*)

5. Next Meeting: May 28, 2025, Mayne Island School

6. Adjournment



Summary
Policy Committee – SD 64 (Gulf Islands)
February 12, 2025, | 11:00 am

In attendance:

Committee: Deborah Luporini (committee chair), Tisha Boulter, Rob Pingle, Chaya Katrensky (chair, ex-officio)

Trustees: Jeannine Georgeson (trustee), Greg Lucas (trustee), Nancy Macdonald (trustee)

Staff: Jill Jensen (superintendent), Jesse Guy (secretary-treasurer), Boe Beardsmore (associate superintendent), Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services)

Partner Group Representatives: Adrian Pendergast (GIPVPA), Angela Thomas (CUPE), Ian Mitchell (GITA), Katherine Hazen (DPAC)

Regrets:

The meeting was called to order at 11:05 a.m. by Committee Chair Luporini. Chair Luporini acknowledged that this meeting is held on the traditional territories of the Coast Salish peoples. – huy tseep q'u.

1. Adoption of Agenda

Addition: 4(b) Gender-based and sexualized violence
Adoption of the amended agenda by consensus.

2. Approval of Summary

Summary for the 2025 01 15 Policy Committee Meeting adopted by consensus.

3. Policy Section

(a) Policy Renovation Project Section 5.0 Overview

Lori Deacon shared an overview of Section 5.0 Finance, Facilities and Transportation.

Action: Staff will update section numbers on the policy manual webpage to reflect five sections (1.0 to 5.0).

(b) Housekeeping – new numbers (reassignment of policy number)

These policies have recently been revised and require minor formatting and numbering change to fit the new policy manual numbering system. These changes are housekeeping in nature.

- i. 5.10 Financial Planning and Reporting (previously policy 6.10)
- ii. 5.11 Accumulated Operating Surplus (previous policy 6.11)
- iii. 5.80 Student Transportation (previous policy 410)

Action: Accept the reformatting and proposed numbering changes to the above policies. Staff will post the updated policies on the district website.

(c) Policies and Procedures to be Repealed Outright

These policies and procedures have been identified for repeal. Policy 600 is already covered by language in newer policies 5.10 and 5.11 (6.10/6.11) that are required by the Ministry. The other



policies (ii. to v.) have very little language other than brief policy statements. The associated procedures contain all of the relevant processes and will not be considered for repeal until staff have prepared with new administrative practices to replace them.

- i. *Policy 600 Financial Practices*
- ii. *Policy 615 Disposal of Equipment*
- iii. *Policy 6200 Purchasing and Tendering*
- iv. *Policy 6300 Retention/Destruction of Records*
- v. *Policy 6480 School Petty Cash Funds*

Action: Recommend that the above Policies are brought to the February 26, 2025 meeting for the Board's consideration to repeal.

4. Other Business / Business Arising

(a) 4.30 Severe Allergic Reaction

The policy was amended to match definitions to those in M232/07 Anaphylaxis Protection Order

Action: Recommend that the Board approves amendments at the February 26, 2025 public meeting.

(b) Gender-Based and Sexualized Violence

The BCSTA undertook a scan of district to ensure policies are addressing gender-based and sexualized violence. Boe Beardsmore shared GISS efforts to develop a response plan for students reporting sexual violence and the ongoing work with community partners following ministry guidelines. Currently, the district has guiding policies in place and substantial definition and process language in its AP S2 Student Critical Incidents that addresses these serious and specific forms of misconduct.

Action: The committee will review policies and AP S2 to ensure the district is meeting Ministerial requirements. Staff will consult with Anne Cooper. Item to be brought back to a Policy Committee meeting for further discussion.

5. Next Meeting: April 23, 2025, Pender Islands School

6. Adjournment: 11:39 a.m.

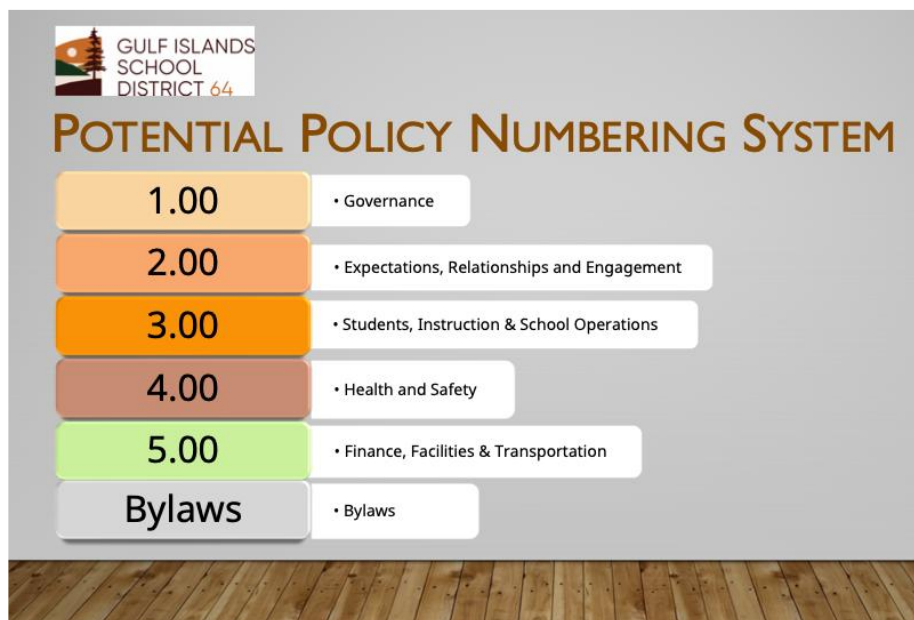
SD 64 (GULF ISLANDS) POLICY REVISION PROJECT



POLICY RENOVATION WORKING SESSION FEBRUARY 12, 2025

A. SECTION 5.00 FINANCE, FACILITIES & TRANSPORTATION – ANALYSIS AND INITIAL ORGANIZATION

As a result of work to date, we can now publish all remaining policies within one section as summarized to the right. This reduces the number of sections to five and makes for easy reference within the system. Section 5.00 content is to be considered at this meeting.



All current policies have been reviewed and those that would be suitable for Section 5.00 Finance, Facilities & Transportation have been identified. Current documents exist in Sections 200, 400, 600, and 6000. The suggested organization of policies to be retained within this section is outlined below.

For this meeting, we also wish to have a discussion regarding the prevalence of documents within current policy and procedures that can be repealed or established as Administrative Practices.

Groupings have been made with the first decimal place flagging a key topic. *Current procedures are noted in italics.* Green highlighting indicates policies completed/approved by the Board. Policies for consideration at this meeting have blue highlighting with the corresponding current documents hyperlinked in the right column.

Suggested Policy Number and Name	Previous Policy or Procedure
5.10 Financial Planning and Reporting 5.11 Accumulated Operating Surplus	6.10 Financial Planning and Reporting 6.11 Accumulated Operating Surplus
5.12 Annual Budget	605 Annual Budget 606 Budget Monitoring and Reporting
5.20 Student Fees and Financial Hardship	6700 Student Financial Assistance 6750 School Fees
5.30 Reimbursement of Expenses	6500 Travel Expenses <i>6500 Travel Expenses</i>
5.40 Donations and Gifts	630 Education Trust Fund <i>630 Education Trust Fund</i>
5.60 School Closure 5.61 Disposal of Land or Improvements	635 Permanent School Closure <i>635 Permanent School Closure</i> 616 Disposal of Land or Improvements <i>616 Disposal of Land or Improvements</i>
5.80 Student Transportation	410 Student Transportation
2.90 Employee Conflict of Interest	108 Conflict of Interest: Employees and Trustees

B. POLICIES/PROCEDURES THAT OFFER LITTLE GUIDANCE AND ARE RECOMMENDED TO BE REPEALED OUTRIGHT:

B.1 Policy [600 Financial Practices](#) – replaced by 5.10 and 5.11

B.3 Policy [615 Disposal of Equipment](#)

B.4 Policy [6200 Purchasing and Tendering](#)

B.5 Policy [6300 Retention /Destruction of Records](#)

B.6 Policy [6480 School Petty Cash Funds](#)

These policies were repealed by the Board at the February 26th public meeting.

C. POLICIES/PROCEDURES THAT ARE RECOMMENDED FOR REPEAL IN FAVOUR OF ESTABLISHING THE CONTENT AS AN ADMINISTRATIVE PRACTICE:

The current policies and procedures below are recommended to be repealed and the content moved to an Administrative Practice to provide the necessary guidance to the system. References to related 'written guidance' is provided in *red italics*, as a hyperlink, to assist with drafting of administrative practices.

D.1 Procedure [410 Student Transportation](#)

D.2 Procedure [615 Disposal of Equipment](#)

A Guide to Tangible and Intangible Asset Disposals in the Government of British Columbia

D.3 Procedure [6200 Purchasing and Tendering](#)

Government Policy re: Procurement

D.4 Procedure [6300 Retention /Destruction of Records](#)

D.5 [6450 School-Generated Funds](#)

Procedure [6450 School-Generated Funds](#)

D.6 Policy [6850 Public Use of School Facilities/Joint Use](#)

Procedures [6850 Public Use of School Facilities/Joint Use](#)

[6850-1 Schedule of Fees, Facility Use Form](#)

[6850-2 Application for Use of SD62 Facilities](#)

[6850-3 Application for Use of the District Board Room Form](#)

[6850-4 User Emergency Procedures Form](#)

[6850-5 Administrative Approval - Facilities Access User Form](#)

D.7 Policy [6900 Outdoor Play Areas](#)

Procedure [6900 Outdoor Play Areas](#)

[Children's Outdoor Play Space Plan Child Care](#)

D.8 Policy [203 Property Control](#)

Procedure [203 Property Control Procedure](#)

D.9 Procedure [6750 School Fees](#)



Policy 5.12 Annual Budget

The Board of Education is required by the *School Act* to develop a balanced annual operating budget and submit it to the Ministry of Education and Child Care in a prescribed format, and in a manner that ensures all legal and statutory requirements are met, according to a prescribed annual timeline.

The Board's Annual Budget supports the long-term financial plan and reflects the implementation of the District's educational and operational plans. The budget will be consistent with the Board's mission statement and strategic plan.

1. All budget decisions will adhere to the following principles:
 - 1.1. Students come first.
 - 1.2. Maximum value must be attained with each dollar spent.
 - 1.3. Invitations are extended to employee and constituent groups as well as the general public to provide input, at designated times each year.
 - 1.4. The annual budget will generally be developed by senior school district administrative personnel with input from Board and Committee meetings,
 - 1.4.1. engage in ongoing review of district programs to determine effectiveness and financial need;
 - 1.4.2. ensure alignment of the budget building process with the District's strategic plan;
 - 1.4.3. consult with the public, if deemed necessary, prior to budget finalization.
 - 1.5. Budget development will adhere to Taxpayer Accountability Principles (TAP), to ensure cost conscious decision-making; accountability; appropriate compensation; service, respect, and integrity.
2. Budget development will fully communicate:
 - 2.1. assumptions upon which budgets are based;
 - 2.2. key risks;

Legislative References: *Budget Transparency and Accountability Act [SBC 2000] and School Act [RSBC 1996, Section 111, 113, 156 (6) & 157]*

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



3. Budget monitoring and reporting will include quarterly financial reports; including an analysis that fully communicates
 - 3.1. on-going comparison of projected and actual financial performance;
 - 3.2. a projection to the end of the school year; and
 - 3.3. an explanation of significant variances between the budget and the projected totals to the end of the school year if applicable.
4. For significant capital projects, senior administration shall provide the Board with the following:
 - 4.1. actual program spending relative to budgeted amounts;
 - 4.2. indications as to key milestones achieved or expected to be achieved, and risks that may adversely affect achievement of these.
5. In addition, information pertaining to local and annual capital reserves should be provided to the Board by senior administration, on an annual basis, based on specific spending priorities.



Policy ~~6.05~~ 5.12 Annual Budget

Rationale:

The Board of Education is required by the *School Act* to develop a balanced annual operating budget and submit it to the Ministry of Education and Child Care in a prescribed format, and in a manner that ensures all legal and statutory requirements are met, according to a prescribed annual timeline.

The Board's Annual Budget ~~is a~~ supports the long-term financial plan and reflecting the implementation of the ~~district's~~ District's educational and operational plans. The budget ~~will reflect the objectives established by the Board for the school/fiscal year to which the budget applies, and~~ will be consistent with the Board's mission statement and strategic plan.

1. All budget decisions will adhere to the following principles:

1.1. Students come first.

~~1.~~

1.2. Maximum value must be attained with each dollar spent.

~~2.~~

~~3. The budget will meet all legal requirements in that it is balanced, and all statutory requirements be met.~~

~~1.1.~~ 1.3. Invitations are extended to employee and constituent groups as well as the general public to provide input, at designated times each year.

~~2.~~

~~4. The annual budget will generally be developed by a Committee of the Whole Board with the involvement of~~ by senior school district administrative personnel. ~~The Committee of the Whole will,~~ with input from Board and Committee meetings,

1.4. ~~e~~

~~2.1.~~ 1.4.1. e engage in ongoing review of district programs ~~to~~ determine effectiveness and financial need;

~~4.1.~~ 1.4.2. ensure alignment of the budget building process with the ~~district's~~ District's strategic plan;

1.4.3. consult with the public, if deemed necessary, prior to budget finalization.

~~4.2.~~



~~5.1.5.~~ Budget development will adhere to Taxpayer Accountability Principles (TAP), to ensure cost conscious decision-making; accountability; appropriate compensation; service, respect, and integrity.

~~—606 Budget Monitoring and Reporting~~

~~—Rationale:~~

~~—School districts must provide their Boards of Education (or a committee of the Board) with, at minimum, quarterly financial reports which indicate how forecasted results compare with actual results, and provide ongoing opportunity for discussion and analysis.~~

~~—All pink highlighting is covered with new Policy 610~~

~~—Policy:~~

~~—To allow the School District No. 64 Board of Education to engage in ongoing monitoring of the district's financial position throughout the year, and its expected year-end financial position, senior administration shall provide the board with:~~

~~—Budget development will~~

~~—at a minimum, quarterly financial reports; involving~~

~~3. financial analysis that fully communicates~~

~~2.~~

~~3.1.~~ assumptions upon which budgets are based;

~~2.1.~~

~~2.2.~~ key risks;

~~4.~~ Budget monitoring and reporting will include quarterly financial reports; including an analysis that fully communicates

~~5.3.~~

~~6.~~

~~6.1.3.1.~~ on-going comparison of projected and actual financial performance;

~~6.2.~~

~~6.3.3.2.~~ a projection to the end of the school year; and

~~6.4.~~

~~7.3.3.~~ an explanation of significant variances between the budget and the projected totals to the end of the school year if applicable.



- ~~• on-going comparison of projected and actual financial performance~~
- ~~• a projection to the end of the school year and an explanation of significant variances between the budget and the projected totals to the end of the school year.~~

Such analysis should:

- ~~1. be fully disclosed in documents submitted to the board, before it is asked to approve budget documents;~~
- ~~2. take into account the economic environment of the school district~~
- ~~3. focus on planned changes from the previous school year; and~~
4. be realistic and consistent with the school district's goals and vision, as outlined in a strategic plan

4. For significant capital projects, senior administration shall provide the Board with the following:

~~7.1. if relevant actual program spending relative to budgeted amounts;~~

~~4.1.~~

~~• indications as to key milestones achieved or expected to be achieved, and risks that may adversely affect achievement of these.~~

~~• 4.2. actual program spending relative to budgeted amounts;~~

~~• indications as to key milestones achieved or expected to be achieved, and risks that may adversely affect achievement of these.~~

5. In addition, information pertaining to local and annual capital reserves should be provided to the ~~board~~ Board by senior administration, on an ~~annual~~ quarterly basis ~~basis, and quarterly if relevant~~ based on specific spending priorities.

Reference:

Legislative References: *Budget Transparency and Accountability Act [SBC 2000] and School Act [RSBC 1996, Section 111, 113, 156 (6) & 157]*

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



- ~~Financial Governance and Accountability, School Districts of British Columbia:
2017/18~~



Policy 5.20 Student Fees and Financial Hardship

Consistent with the *School Act*, its accompanying Regulation and with the Orders of the Minister, the Board of Education will provide, free of charge, for educational resource materials necessary to participate in an educational program sufficient to meet the general requirements for graduation

The Board commits to providing opportunities for equitable access and participation to all district students. The Board recognizes that some students may not be able to cover costs associated with various aspects of their schooling and commits to ensuring that no student is denied an opportunity to participate in educational programs or activities based on financial hardship.

Students shall not be charged fees for goods and/or services for which the student cannot meet the learning outcomes or assessment requirements of an educational program, subject to exceptions authorized by the *School Act*.

The Board may require refundable or partly refundable deposits for educational resource materials in accordance with the *School Act*.

The Superintendent will approve a schedule of fees and deposits and will publish the schedule prior to the beginning of the school year to be available to students and parents/guardians.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Superintendent shall establish confidential procedures to support families who are experiencing financial hardship.



Policy ~~6750-5.20~~ School Student Fees and Financial Hardship

Rationale:

Consistent with the *School Act*, its accompanying Regulation -and with the Orders of the Minister~~Ministerial Orders~~, the ~~School District No. 64~~ Board of Education will provides, free of charge, for educational ~~programs and educational resources~~ resource materials necessary to participate in an educational program sufficient to meet the general requirements for graduation ~~to every student of school age, resident in the district and enrolled at a district school.~~

The Board commits to providing opportunities for equitable access and participation to all district students. The Board recognizes that some students may not be able to cover costs associated with various aspects of their schooling and commits to ensuring that no student is denied an opportunity to participate in educational programs or activities based on financial hardship.

Students shall not be charged fees for goods and/or services for which the student cannot meet the learning outcomes or assessment requirements of an educational program, subject to exceptions authorized by the *School Act*.

~~Furthermore, the board gives each of its schools the right to set, publish and charge fees and refundable deposits, in order to defray the costs associated with provision of learning opportunities that might not be otherwise available.~~

Policy:

~~The Board of Education will provide each and every district student with an educational program, free of charge.~~

The Board may require refundable or partly refundable deposits for educational resource materials in accordance with the *School Act*.

~~Fees may be charged and refundable deposits required where learning opportunities considered 'enriched', 'supplemental' or part of a 'specialty academy' as defined in the *School Act* are provided.~~

The Superintendent will approve a schedule of fees and deposits and will publish the schedule prior to the beginning of the school year to be available to students and parents/guardians.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Superintendent shall establish confidential procedures to support families who are experiencing financial hardship.~~The board intends that such fees should not be barriers to participation, where student/family financial hardship is~~

Legislative References: *School Act*, sections 82 and 168 (1)(d); School Regulation 1(2); Ministerial Order 236/07

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



~~concerned, and it sets procedures to clarify when, and for what purposes, fees and deposits may be charged; and to ensure that fees and refundable deposits do not become barriers to student participation.~~

~~6700 Student Financial Assistance~~

~~Rationale:~~

~~The school system of British Columbia strives to create and maintain conditions that foster success for all students. These conditions include equitable access to and equitable participation in quality education for all students.~~

~~Policy:~~

~~The School District No. 64 Board of Education commits to providing opportunities for equitable access and participation to all district students. The board Board recognizes that some students may not be able to cover costs associated with various aspects of their schooling and commits to ensuring that no student is denied an opportunity to participate in educational programs or activities based on financial hardship. Financial assistance, as necessary, will be provided with respect to the following:~~

- ~~a. costs associated with student transportation to and from school, under certain conditions (see Policy 410);~~
- ~~b. —~~
- ~~c. fees associated with participation in district co-curricular and extracurricular activities (see Policy 412);~~
- ~~d. —~~
- ~~e. fees set by district schools (see Policy 6750);~~
- ~~f. —~~
- ~~g. the costs of in-district boarding, where equity of access and the logistics of inter-island travel are considerations.~~

~~The board may:~~

- ~~a. consistent with Ministry of Education guidelines and subject to approval by the Superintendent of Schools, enter into agreements with another school district to provide financial assistance with respect to fees, including tuition and boarding fees, on behalf of students pursuing a course of study not provided in this district;~~

Legislative References: *School Act*, sections 82 and 168 (1)(d); School Regulation 1(2); Ministerial Order 236/07

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



b. —

c. — assist with extraordinary expenses incurred in relation to some aspect of a student's school program.

6750 School Fees Procedure

UPDATE AND PUBLISH AS AN ADMINISTRATIVE PRACTICE Guidelines



Policy 5.30 Expense Reimbursement

The Board of Education recognizes individuals may be required to travel while carrying out School District business and believes that no person should bear the cost personally for travel expenses incurred while conducting the business of the Board.

The Board directs that those travelling on authorised Board of Education business:

- a. obtain prior approval of the anticipated travel costs
 - b. use discretion and good judgement in the expenditure of School District funds, and give the same care as if the expenses were for the person's own account;
 - c. be compensated at board-approved rates for approved expenses incurred;
 - d. receive expense account advances upon request.
1. Meal allowances based on the rates paid by the BCSTA.
 2. Lodging: All overnight accommodation will be reimbursed in accordance with BCSTA guidelines and with the provision of receipts.
 3. Travel Costs: Actual amounts will be paid for transportation provided receipts are submitted.
 4. Incidental expenses (including but not limited to parking, taxi fares, telephone calls and internet charges) incurred on board business will be paid, provided a short description of the items is included. Receipts are required.
 5. Compensation for Use of Private Vehicles:
 - 5.1. mileage costs are listed on the travel report expense form and based on the rates paid by the BCSTA.
 - 5.2. compensation for all other modes of transportation will be addressed on an individual basis prior to travel.
 - 5.3. compensation for the additional premium cost of "business purpose" car insurance will be addressed on an individual basis.
 6. It is the responsibility of all employees, who use their vehicles on school business to carry adequate third-party liability insurance of at least \$1,000,000. All travel reimbursement will

Legislative References: *School Act*, sections 73, 168(2)(p)(t) and 96 (3); Ministerial Orders M194/08 and M193/08

Collective Agreement References: C.U.P.E. 26.05(b)

Date of Adoption: June 13, 2018

Date of Revision:



require a submission on the travel expense form providing details and authority for the claim.



Policy ~~6500-5.30~~ Travel Expense Reimbursements

Rationale:

The ~~School District No. 64~~ Board of Education recognizes individuals may be required to travel while carrying out School District business; and believes that no person should ~~be out-of-pocket~~ bearing the cost personally for traveling ~~costs~~ expenses incurred while conducting the business ~~for~~ of the Board.

Policy:

The Board ~~of Education~~ directs that those travelling on authorised Board of Education business:

- a. obtain prior approval of the anticipated travel costs
- b. use discretion and good judgement in the expenditure of School District funds, and give the same care as if the expenses were for the person's own account;
- c. be compensated at board-approved rates for approved expenses incurred;
- d. receive expense account advances upon request.

Guidelines [From 6500 Procedures]

~~1.—Meal allowances are listed on the travel report form and~~ based on the rates paid by the BCSTA.

~~2.—~~

~~3.—Lodging: All overnight accommodation is to be charged directly to School District #64, less any personal expenses. When this is not possible receipts and bills must be obtained to support any claim or allow employee to claim \$30.00 per evening overnight instead of lodging at a hotel accommodation in accordance with BCSTA rates.:~~

~~4.1.~~

2. Lodging: All overnight accommodation will be reimbursed in accordance with BCSTA guidelines and with the provision of receipts.

~~5.3.~~ Travel Costs: Actual amounts will be paid for transportation provided receipts ~~or ticket stubs~~ are submitted.

~~6.4.~~ Incidental expenses (including but not limited to parking, taxi fares, telephone calls and internet charges) incurred on board business will be paid, provided a short description of the items is included. Receipts are required ~~when available~~.

Legislative References: *School Act*, sections 73, 168(2)(p)(t) and 96 (3); Ministerial Orders M194/08 and M193/08

Collective Agreement References: ~~NH~~ C.U.P.E. 26.05(b)

Date of Adoption: June 13, 2018

Date of Revision:



5. Compensation for Use of Private Vehicles:

5.1. mileage costs are listed on the travel report expense form and based on the rates paid by the BCSTA.

5.2. compensation for all other modes of transportation will be addressed on an individual basis prior to travel.

5.3. compensation for the additional premium cost of "business purpose" car insurance will be addressed on an individual basis.

7.0. It is the responsibility of all employees, who use their vehicles on school business to carry adequate ~~third party~~ third-party liability insurance of at least \$1,000,000.

~~8.6. All travel reimbursement any claims for mileage~~ will require a submission on the travel expense form ~~providing details and authority for the claim.~~



Policy 5.40 Donations and Gifts

The Board of Education recognizes that individuals, community organizations and corporate groups sometimes wish to make monetary and other donations to a school, or the district as a whole. The Board welcomes suitable contributions and gratefully acknowledges same.

The Board is a recognized charitable organization under the *Income Tax Act*, and as such is prepared to accept donations from donors or foundations and will issue tax receipts for acceptable donations and gifts.

Gifts in Kind may be accepted by the District. These gifts must adhere to current Canada Revenue Agency regulations around Registered Charities Gift Giving.

The sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise could be seen as a violation of the safe and secure environment for students. Therefore, there should be no actual or implied obligation to purchase any product or services.

Guidelines

1. Guiding Principles

The following guiding principles will govern the acceptance of donations or entering into partnerships:

2. must align with the Board's Strategic Direction

- 2.1. must not impair the rights of the Board and 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.
- 2.2. must not result in an opportunity for the Province to reduce operating or special purpose grants.
- 2.3. 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.



2.4. must not require students to observe, listen to, or read commercial advertising.

3. Recognition of the donor, partner or business

4. There will be no use of corporate logos and slogans on any physical signage within the District unless approved by the Secretary Treasurer. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material.

4.1. Donations may be published on a website, in program information or in a newsletter.

4.2. Recognition of donors will take into account students' ages and their vulnerability to commercial values and messages, in accordance with district standards

Policy ~~630~~ 5.40 ~~Education Trust Fund~~ Donations and Gifts

Rationale: —

The ~~School District No. 64~~ Board of Education recognizes that individuals, community organizations and corporate groups sometimes wish to make monetary and other donations to a ~~District~~ school, or the ~~d~~District as a whole. The ~~board~~ Board welcomes ~~and suitable contributions and gratefully receives such donations because of the opportunities they provide for enhancement of educational programs and student opportunities~~ acknowledges same.

Policy:

The Board is a recognized charitable organization under the *Income Tax Act*, and as such is prepared to accept donations from donors or foundations and of Education will establish a separate bank account designated as "School District #64 (Gulf Islands) Education Trust", the purpose of which will be to receive monetary and other donations from individuals, community organizations and corporate groups, and to issue tax receipts for them acceptable donations and gifts. Monetary donations so received will be made on behalf of and accrue to the district as a whole, and not to an individual school or person.

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Gifts in Kind may be accepted by the ~~school district~~ District. These gifts must adhere to current Canada Revenue Agency regulations around Registered Charities Gift Giving.

The sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise could be seen as a violation of the safe and secure environment for students. Therefore, there should be no actual or implied obligation to purchase any product or services.

630 Procedure

1. ~~Revenue Canada, Taxation Department, has approved the application of School District No. 64 (Gulf Islands) Board of Education for 'registered charity' status and, therefore,~~

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1.1. ~~the Ministry of Education has granted its approval to establish the Trust in accordance with provisions of the *School Act* (s. 156 (1) c);~~

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1.2. ~~the board has, in open meeting, directed the Secretary-Treasurer to establish upon the board's books of accounts and in a bank as shall be declared from time to time by the board, a separate account designated as "School District # 64 (Gulf Islands)~~

Legislative References: *School Act*, Section 156 (1) (c)
Income Tax Act, (5th supp.) Section 248

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:

Education Trust', the specific intent of which shall be to provide a mechanism by which individuals and/or corporations may contribute financially for purposes acceptable to the School District # 64 Board of Education.

1.3.-

1.4.-The board may issue receipts, which may be used by contributors to support (monetary? TBC) deductions claimed.

2.-THE TERMS OF THE SAID TRUST shall be as follows:

2.1. Approved Programs

2.1.1.—On receiving a Trust contribution designated to an approved or an existing program, the Secretary-Treasurer or his designate shall issue a receipt bearing the income tax registration #0673038-21-28.

2.1.2.—The receipt shall identify the program for which the contribution has been designated.

2.2. Unapproved Programs

2.2.1.—On receiving a contribution for an unestablished or proposed program, the Secretary-Treasurer or his designate shall issue an interim receipt which does not bear the income tax registration number.

2.2.2.—The contribution shall be credited to the general Expense Account and the Secretary-Treasurer shall report the contribution to the board at its next meeting.

2.2.3.—In the event the board approved the establishment of the program for which the funds were contributed, the Secretary-Treasurer or his designate shall then issue a receipt bearing the income tax registration #0673038-21-28. The receipt shall identify the program for which the contribution is to be used.

2.2.4.—In the event, however, the board does not approve the establishment of the program for which the funds were contributed, the funds shall be returned forthwith to the contributor with the board's regrets.

2.3. Allocation of Contributions: No contributor shall be permitted to specify that the contribution is to be directed towards a particular school or person.

2.4. Disbursements: All commitments and disbursements made against the Trust shall be cleared through the Secretary-Treasurer or his designate who shall ensure the proper coding of the invoice and shall initial same.

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~~2.5. Auditing: All records, books and documents concerning the Trust shall be available for auditing as required by law.~~

Guidelines

1. Guiding Principles

The following guiding principles will govern the acceptance of donations or entering into partnerships:

2. must align with the Board's Strategic Direction's Mission, Vision and Values:

2.1. must not impair the rights of the Board and 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.

2.2. must not result in an opportunity for the Province to reduce operating or special purpose grants.

2.3. 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.

2.4. must not require students to observe, listen to, or read commercial advertising.

3. Recognition of the donor, partner or business

4. There will be no use of corporate logos and slogans on any physical signage within the District unless approved by the Secretary Treasurer. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material.

4.1. Donations may be published on a website, in program information or in a newsletter.

4.2. Recognition of donors will take into account students' ages and their vulnerability to commercial values and messages, in accordance with district standards

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Legislative References: *School Act*, Section 156 (1) (c)
Income Tax Act, (5th supp.) Section 248

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



Policy 5.60 School Closure

The Board of Education is responsible under the *School Act* for the effective and efficient operation of schools in the School District.

The Board may consider closing schools for a variety of reasons, some of which include:

- declining student enrolment such that a school is no longer educationally, economically or operationally viable;
- restructuring of educational programs, consolidation of operations and relocation of students to other schools in the School District which results in a school being deemed surplus to the District's educational needs; or
- a school is being replaced on a new site with a newly constructed school.

The closure of schools can have significant impacts and therefore the Board will follow a process that provides adequate opportunity to consult with the community and relevant constituencies and those who will be affected prior to any final decision being made.

Guidelines

1. Process Initiation

- 1.1. The Board may, by resolution or bylaw passed at an open meeting of the Board, of which at least two weeks' notice to the public of the matter to be considered, determine to consider the closure of one or more schools. Should such a bylaw or resolution pass, the Board will embark on a consultation process to determine whether to move forward with a bylaw to close that or those schools.

2. Public Consultation

- 2.1. There shall be a public consultation period following a decision to consider the closure of a school but preceding the decision whether to close a school or not of at least 60 days undertaken by the Board and its staff. The Board will give fair consideration to public input prior to making a final decision on any proposed closure of a school. The final decision on a school closure will be made at one or more public meetings to consider three readings of a bylaw for that purpose.



- 2.2. The consultation process shall provide a meaningful opportunity for the community and relevant constituencies, including staff of affected schools, and particularly those who will be affected by a proposed closure to participate in the process.
- 2.3. The Board will make available to the public, in writing, pertinent facts and information that may be considered by the Board with respect to school closure, including but not limited to:
 - 2.3.1. reasons for the proposed school closure, including any relevant data;
 - 2.3.2. the specific school that is being considered for closure
 - 2.3.3. how the proposed closure would affect students attending the school, and any impact on surrounding schools;
 - 2.3.4. the effect of the proposed closure on district-provided student transportation;
 - 2.3.5. the proposed effective date for the closure
 - 2.3.6. financial considerations;
 - 2.3.7. impact on the Board's capital plan;
 - 2.3.8. possible alternative community use of all or part of the school; and
 - 2.3.9. proposed use of the closed school(s) including potential lease or sale.

3. Process For Consideration of a Closure

- 3.1. The Board shall follow the following process for considering the closure of a school, with such amendments as may be determined by the Board and its staff to be appropriate in the circumstances.
- 3.2. The Board will hold at least one public meeting to discuss the proposed closure, summarize written submissions and listen to community concerns and proposed options.
- 3.3. The Board may hold a second public meeting to discuss the proposed closure, summarize written submissions, and listen to community concerns and proposed options.
- 3.4. At least one (1) public meeting shall be located at the school designated for closure or a suitable facility in the community the school is located in.



- 3.5. The time and location of any public meeting will be appropriately advertised to ensure adequate advance notification to affected persons or groups in the community. This will include written notification to students and/or parents/guardians of students currently attending a potentially closed school, a clearly visible notice in a local newspaper and electronic posting on the District's website.
- 3.6. At the beginning of any public forum, the Board will provide information regarding:
- 3.6.1. the reasons for, and implications of, the proposed closure;
 - 3.6.2. plans for implementation, including any plans for future use of the school/property;
 - 3.6.3. any options that the Board considered as alternatives to the proposed closure;
 - 3.6.4. a summary of written submissions presented to the Board by members of the community;
 - 3.6.5. other information considered significant with respect to any school closure decision.
- 3.7. Minutes will be kept of any public meeting to record concerns or options raised regarding the proposed closure.
- 3.8. The Board will provide an adequate opportunity (no less than 21 calendar days) for members of the community to submit a written response to any proposed school closure. Information and directions on how to submit a written response to the Board shall be provided. The information and directions shall advise potential correspondents that their written response could be made public as part of the closure process, unless the correspondent specifically states in the written response that the correspondent wishes their name and address to remain confidential, and that is permitted by the Freedom of Information and Protection of Privacy Act.
- 3.9. Records will be maintained of all consultation, including: advertising, agenda, minutes, dates of consultations, working group and public community consultation meetings, copies of information provided at these meetings, names of trustees/district staff who attended these meetings, a record of individuals attending public community consultation meetings, a record of questions asked, and responses given and any other related correspondence to and from the Board.



4. Decision

- 4.1. The information gathered during the consultation process will be considered by the Board prior to making a final decision. The Board may vote to close the school, not to close the school, or make another decision, based on the results of the consultation process, which may include engaging in further consultation on other options other than the school closure under consideration.

5. Notification to the Minister

- 5.1. If the Board decides to permanently close a school under Section 73 of the School Act, the Board must, without delay, provide the Minister with written notification of the decision containing the following information:
- 5.1.1. the school's name;
 - 5.1.2. the school's facility number;
 - 5.1.3. the school's address; and
 - 5.1.4. the date on which the school will close.



Policy 5.60 School Closure

~~The While the School District No. 64~~ Board of Education ~~is responsible under the School Act for supports~~ the effective and efficient operation ~~concept~~ of ~~"neighbourhood~~ schools in the School District.

~~"and believes that every effort should be made to sustain them, it recognises that conditions beyond its control, including~~

The Board may consider closing schools for a variety of reasons, some of which include:

- declining student enrolment such that ~~decline and loss of adequate funding, may necessitate the closure of~~ a school is no longer educationally, economically or operationally viable;
- restructuring of educational programs, consolidation of operations and relocation of students to other schools in the School District which results in a school being deemed surplus to the District's educational needs; or
- a school is being replaced on a new site with a newly constructed school.

~~School closures and disposal of school board property are guided~~

The closure of schools can have significant impacts and therefore the Board will follow a process that provides adequate opportunity to consult with the community and relevant constituencies and those who will be affected prior to any final decision being made.

Guidelines

1. Process Initiation

- 1.1. The Board may, by resolution or bylaw passed at an open meeting of the Board, of which at least two weeks' notice to the public of the matter to be considered, determine to consider the closure of one or more schools. Should such a bylaw or resolution pass, the Board will embark on a consultation process to determine whether to move forward with a bylaw to close that or those schools.

2. Public Consultation

- 2.1. There shall be a public consultation period following a decision to consider the closure of a school but preceding the decision whether to close a school or not of at least 60 days undertaken by the Board and its staff. The Board will give fair consideration to public input prior to making a final decision on any proposed



closure of a school. The final decision on a school closure will be made at one or more public meetings to consider three readings of a bylaw for that purpose.

2.2. The consultation process shall provide a meaningful opportunity for the community and relevant constituencies, including staff of affected schools, and particularly those who will be affected by a proposed closure to participate in the process.

2.3. The Board will make available to the public, in writing, pertinent facts and information that may be considered by the Board with respect to school closure, including but not limited to:

- 2.3.1. reasons for the proposed school closure, including any relevant data;
- 2.3.2. the specific school that is being considered for closure
- 2.3.3. how the proposed closure would affect students attending the school, and any impact on surrounding schools;
- 2.3.4. the effect of the proposed closure on district-provided student transportation;
- 2.3.5. the proposed effective date for the closure
- 2.3.6. financial considerations;
- 2.3.7. impact on the Board's capital plan;
- 2.3.8. possible alternative community use of all or part of the school; and
- 2.3.9. proposed use of the closed school(s) including potential lease or sale.

3. Process For Consideration of a Closure

3.1. The Board shall follow the following process for considering the closure of a school, with such amendments as may be determined by the Board and its staff to be appropriate in the circumstances.

3.2. The Board will hold at least one public meeting to discuss the proposed closure, summarize written submissions and listen to community concerns and proposed options.

3.3. The Board may hold a second public meeting to discuss the proposed closure, summarize written submissions, and listen to community concerns and proposed options.



- 3.4. At least one (1) public meeting shall be located at the school designated for closure or a suitable facility in the community the school is located in.
- 3.5. The time and location of any public meeting will be appropriately advertised to ensure adequate advance notification to affected persons or groups in the community. This will include written notification to students and/or parents/guardians of students currently attending a potentially closed school, a clearly visible notice in a local newspaper and electronic posting on the District's website.
- 3.6. At the beginning of any public forum, the Board will provide information regarding:
- 3.6.1. the reasons for, and implications of, the proposed closure;
 - 3.6.2. plans for implementation, including any plans for future use of the school/property;
 - 3.6.3. any options that the Board considered as alternatives to the proposed closure;
 - 3.6.4. a summary of written submissions presented to the Board by members of the community;
 - 3.6.5. other information considered significant with respect to any school closure decision.
- 3.7. Minutes will be kept of any public meeting to record concerns or options raised regarding the proposed closure.
- 3.8. The Board will provide an adequate opportunity (no less than 21 calendar days) for members of the community to submit a written response to any proposed school closure. Information and directions on how to submit a written response to the Board shall be provided. The information and directions shall advise potential correspondents that their written response could be made public as part of the closure process, unless the correspondent specifically states in the written response that the correspondent wishes their name and address to remain confidential, and that is permitted by the Freedom of Information and Protection of Privacy Act.
- 3.9. Records will be maintained of all consultation, including: advertising, agenda, minutes, dates of consultations, working group and public community consultation meetings, copies of information provided at these meetings, names of



trustees/district staff who attended these meetings, a record of individuals attending public community consultation meetings, a record of questions asked, and responses given and any other related correspondence to and from the Board.

4. Decision

4.1. The information gathered during the consultation process will be considered by the Board prior to making a final decision. The Board may vote to close the school, not to close the school, or make another decision, based on the results of the consultation process, which may include engaging in further consultation on other options other than the school closure under consideration.

5. Notification to the Minister

- ~~3.1.—If the Board decides Notice to District Parents' Advisory Council, the Parent Advisory Council and parents of the school considered for closure, and other schools to be impacted.~~
- ~~3.2.—Notice in media to communities affected by the school closure and the consequential changes to other schools.~~
- ~~3.3.—At least one (1) public meeting held at the school being considered for closure.~~
- ~~3.4.—Opportunity for written response.~~
- ~~3.5.—~~
- ~~3.6.—At a subsequent board meeting, the Board of Education will make its final decision on the proposed school closure after taking into fair consideration the input received through the consultation process.~~
- ~~3.7.—~~
- 5.1. Following a board decision to permanently close a school under Section 73 of the School Act, the Board must, without delay, provide the Minister with written notification of the decision containing the following information:
- 5.1.1. the school's name;
- ~~3.7.1.~~5.1.2. the school's, ~~the Secretary Treasurer will promptly notify the Minister of Education, including the school name, facility number,~~
~~address and date of closure.~~
- 5.1.3. the school's address; and
- 5.1.4. the date on which the school will close.



Policy 5.61 Disposal of Land or Improvements

Ministerial Order M193/08 (the "Order") provides that a Board of Education must not dispose of land or [dispose of](#) improvements by way of sale or by way of lease of ten years or more unless such disposal is to another Board or an independent school or is approved by the Minister. Section 65(5) of the *School Act* requires that all dispositions of land (whether by way of sale or lease) be authorized by bylaw. (Note: the Order does not apply to lands held "in trust for school purposes and as a school site;" such lands are governed by Section 99 of the *School Act*).

The Order also provides that a Board of Education must develop policies and procedures with respect to the disposal of land or [the disposal of](#) improvements and make these policies and procedures publicly available.

The School District No. 64 Board of Education will only dispose of land and buildings in accordance with the *School Act*; Ministerial Order M193/08 – Disposal of Land ~~and or~~ Improvements Order; Ministerial Order M194/08 - School Opening and Closing Order; and the Ministry of Education's School Opening and Closing ~~Policy (2008)~~ [Order M194/08](#). The ~~board~~ [Board](#) establishes procedure to guide such disposal, consistent with the above-mentioned Orders.

[Guidelines](#)

1. The ~~board~~ [Board](#) will only dispose of land and buildings in accordance with the *School Act* and Ministerial Order M193/08 – Disposal of Land ~~or and~~ Improvements Order.
2. The ~~board~~ [Board](#) may, without Ministry approval, dispose of land and buildings to another Board of Education, including the Francophone Education Authority, for educational purposes.
3. The ~~board~~ [Board](#) may, without Ministry approval, dispose of land or improvements by way of lease for a period of under ten years if such disposition is to an agency or organization for an alternative community use.
4. Should the ~~board~~ [Board](#) determine that there may be an alternative community or otherwise use for surplus land and/or buildings, then the Board will consult with local government, community organizations and the public on possible alternative community or otherwise uses.

Legislative References: Ministerial Order M193/08 [and M194/08](#)

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



5. The disposal of land or improvements consultation process, whether by alternative community use or otherwise, will include:
 - 5.1. consideration of future enrolment growth in the District, including Kindergarten to Grade 12, adult programs, and early learning;
 - 5.2. consideration of alternative community use of surplus space in school buildings and other facilities; and
 - 5.3. a fair consideration of the community's input and adequate opportunity for the community to respond to the Board's plans for the school.
6. If the ~~board~~ Board intends to dispose of land and buildings by sale and transfer or by a lease of ten years or more to anyone other than a Board of Education (including the Francophone Education Authority) the Board shall first seek the approval of the Minister.
7. The ~~board~~ Board shall only dispose of land and buildings by bylaw, in accordance with the process set out in the *School Act* and Ministerial Order 193/08 and shall confirm:
 - 7.1. that the Board will not require the land or improvements for future educational purposes;
 - 7.2. the name and the facility number, if any, and;
 - 7.3. the address and legal description.
8. When the ~~board~~ Board disposes of land or buildings the ~~board~~ Board must, without delay, provide the Minister with a copy of the bylaw, and written notification of the disposition and allocation of the proceeds.
9. Prior to disposing of any land and/or buildings, the ~~board~~ Board shall obtain an appraisal of the property and buildings by at least one independent professional appraiser to obtain an estimate of the fair market value of the land and/or building.
10. Should the ~~board~~ Board not dispose of surplus property or buildings to another ~~board~~ Board of Education or in connection with an alternative community use then the ~~board~~



[Board](#) may advertise for sale, at its fair market value, or be advertised by the ~~board~~ [Board](#) through the Request for Proposal (RFP) process. Acceptance or rejection of any offers or proposals shall be subject to ~~board~~ [Board](#) ratification.

11. If there is no disposition from the RFP process, the ~~board~~ [Board](#) will list the property for sale. Acceptance or rejection of any offers or proposals will be subject to ~~board~~ [Board](#) ratification.

12. Generally, the ~~board~~ [Board](#) will attempt to obtain fair market value for dispositions but may, in its discretion:

12.1. grant leases or licenses of land and improvements for less than fair market value to non-profit organizations, including to childcare/daycare societies; and

12.2. dispose of land and improvements for less than fair market value to community agencies or organizations, educational authorities and government agencies where it deems it in the best interests of the ~~board~~ [Board](#).

13. The ~~board~~ [Board](#) may delegate to the Secretary Treasurer the authority to act on behalf of the ~~board~~ [Board](#) and to enter into agreements on behalf of the ~~board~~ [Board](#) subject to an authorizing ~~board~~ [Board](#) bylaw, and Ministerial approval (where required).



Briefing Note

Title: Accommodation Allowance –Policy Consideration

Date: April 23, 2025

From: Director of Corporate Services

Audience: Committee

Purpose

The Board is undertaking review of its Student Financial Assistance Policy 6700. The Board will need to decide how it wishes to address accommodation assistance for students.

Possible Options and Associated Required Actions

1. The Board wishes to discontinue the provision of accommodation allowance support:
 - a. The District will need to communicate to families and provide fair notice of transition time.
2. The Board wishes to continue with the practice of providing accommodation allowance to support equity of access.
 - a. The Board will need to draft policy to address this priority.
 - b. The Board will need to clarify whether accommodation allowance is contingent on demonstrated financial need or not.
3. The Board wishes to consider boarding allowance to families who have long daily commutes to school and where transportation is not already provided by the district – allowance in lieu of transportation allowance (e.g. student living on Prevost Island). New Policy /AP language could be drafted if this situation should arise in the future.

Background

Current Policy 6700 states:

The School District No. 64 Board of Education commits to providing opportunities for equitable access and participation to all district students. The board recognizes that some students may not be able to cover costs associated with various aspects of their schooling and commits to ensuring that no student is denied an opportunity to participate in educational programs or



activities based on financial hardship. Financial assistance, as necessary, will be provided with respect to the following:

- a. costs associated with student transportation to and from school, under certain conditions (see Policy 410);*
- b. fees associated with participation in district co-curricular and extracurricular activities (see Policy 412);*
- c. fees set by district schools (see Policy 6750);*
- d. the costs of in-district boarding, where equity of access and the logistics of inter-island travel are considerations.*

There is a lack of clarity in the policy statement as to whether financial support for in-district boarding, where equity of access is a consideration, is contingent on financial need. Past practice has been to provide financial assistance, regardless of demonstrated financial need, so that students can not only participate in after-school curricular/extracurricular activities but also participate in all aspects of afterschool socialization and opportunities not available to them on their smaller home island.

Of note:

- The District provides (pays for) transportation services for those students accessing boarding allowance.
- There are examples of families receiving boarding allowance for one or more students, who have purchased or rent a secondary residence on Salt Spring Island and who reside with their child(ren). There are instances where multiple families share a rental property on Salt Spring and one parent stays with the students during the week.

The topic of boarding assistance was addressed at the 2023-10-11 in-camera meeting. Staff had been directed at that time to seek legal advice regarding the repeal of Policy 6700. Staff reported back at the 2023-11-08 in-camera meeting and confirmed that the provision of housing assistance is a choice of the Board and not a right of families. Legal council advised that fair notice should be given to families if the Board were to discontinue the provision of accommodation allowance.

Attachments/Links

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