



AGENDA

Wednesday, May 28, 2025. 1:00 PM – 2:30 PM
Policy Committee – SD 64 (Gulf Islands)

Called to order:

1. Adoption of Agenda

2. Approval of April 23, 2025 Summary (*attachment*)

3. Policy Renovation - Section 5.0 Overview (*attachment*)

- a. New Draft Policy – 2.90 Employee Conflict of Interest (*attachment*)
- b. Draft Policy Policies and Procedures for Repeal in Favour of AP
 - i. Procedure 410 Student Transportation (to be replaced by AP T5 Student Transportation) (*attachment*)
 - ii. Procedure 615 Disposal of Equipment (to be replaced by AP B5 Disposal of Equipment) (*attachment*)
 - iii. Procedure 6200 Purchasing and Tendering (to be replaced by AP B4 Purchasing and Tendering) (*attachment*)
 - iv. Procedure 6300 Retention /Destruction of Records (to be replaced by AP B2 Retention and Destruction of Records) (*attachment*)
 - v. Policy 6450 and Procedure 6450 School-Generated Funds (to be replaced by AP B3 School Generated Funds) (*attachment*)
 - vi. Policy 6850 and Procedures 6850 Public Use of School Facilities/Joint Use, and forms 6850-1, 6850-2, 6850-3, 6850-4, and 6850-5, (to be replaced by AP F4 District and Community Use of Facilities) (*attachment*)
 - vii. Policy 6900 and Procedure 6900 Outdoor Play Areas (to be replaced by AP F5 Outdoor Play Areas and Other School Enhancement Projects) (*attachment*)
 - viii. Policy 203 and Procedure 203 Property Control Procedure (to be replaced by AP F3 Property Control) (*attachment*)
 - ix. Procedure 6750 School Fees (to be replaced by AP L7 School Fees) (*attachment*)

4. Other Business / Business Arising

- a. 1.22 Trustee Remuneration – (*attachment*)
- b. Accommodation Allowance Discussion

5. Next Meeting: September 24, 2025, Teams

6. Adjournment



Summary
Policy Committee – SD 64 (Gulf Islands)
April 23, 2025 | 9:30 am

In attendance:

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

Trustees: Jeannine Georgeson, Greg Lucas, Nancy Macdonald

Staff: Jill Jensen (superintendent), Jesse Guy (secretary-treasurer), Boe Beardsmore (associate superintendent), Lori Deacon (director of corporate services), Shauna Klem (executive assistant)

Partner Group Representative: Adrian Pendergast (GIPVPA), Katherine Hazen (DPAC), Ian Mitchell on-line (GITA)

Absent: Lyall Ruehlen (director of instruction), Angela Thomas (CUPE)

The meeting was called to order at 10:00 a.m. by Committee Chair Luporini.

1. Adoption of Agenda

Adoption of agenda as presented by consensus.

2. Approval of Summary

Summary for the February 12, 2025 Policy Committee Meeting adopted by consensus as presented.

3. Policy Renovation

(a) Policy Renovation Overview, Section 5.0

Lori Deacon provided an overview of Section 5.0 Finance, Facilities & Transportation. This is the last section of policies for renovation.

(b) Section 4 Draft Renovated Policies

i. *5.12 Annual Budget*

Policy 5.12 replaces Policies 605 Annual Budget and 606 Budget Monitoring and Reporting. 1.4.3 “if deemed necessary” will be removed. and “school community” will replace “general public”.

Action: The Policy Committee recommends the amended draft Policy 5.12 Annual Budget be brought to the May 14, 2025 Board Meeting for notice of motion and circulated for feedback.

ii. *5.20 Student Fees and Financial Hardship*

Policy 5.20 replaces Policies 6700 Student Financial Assistance and 6750 School Fees. Amended to replace “procedures” with “processes” in final paragraph and remove “for which” from the third paragraph.



Action: Policy Committee recommends draft Policy 5.20 Student Fees and Financial Hardship, with amendments, replacing Policies 6700 and 6750, be brought to the May 14, 2025 Board Meeting for notice of motion and circulated for feedback.

iii. *5.30 Expense Reimbursement*

Policy 5.30 replaces Policy and Procedure 6500 Travel Expenses. The replacement policy addresses travel expenses for individuals travelling to carry out School District business. It is agreed to remove language after the comma in section b. of the draft policy.

Action: Policy Committee recommends draft Policy 5.30 Reimbursement of Expenses, with amendment, replacing Policy and Procedure 6500, be brought to the May 14, 2025 Board Meeting for notice of motion and circulated for feedback.

iv. *5.40 Donations and Gifts*

Policy 5.40 replaces Policy and Procedure 630 Education Trust Fund.
Correction to numbering under Guidelines

Action: Policy Committee recommends draft Policy 5.40 Donations and Gifts, with numbering corrections, replacing Policy and Procedure 630, be brought to the May 14, 2025 Board Meeting for notice of motion and circulated for feedback.

v. *5.60 School Closure*

Policy 5.60 replaces Policy and Procedure 635 Permanent School Closure.
It had been recommended that this policy be vetted by legal. Harris & Co. provided language and structure to the process.

Action: Policy Committee recommends draft Policy 5.60 Permanent School Closure, replacing Policy and Procedure 635, be brought to the May 14, 2025 Board Meeting for notice of motion and circulated for feedback.

vi. *5.61 Disposal of Land and Improvements*

Policy 5.61 replaces Policy and Procedure 616 Disposal of Land and Improvements.
This policy was also vetted by the legal team of Harris & Co. Correction to Policy reference in opening paragraph.

Action: The Policy Committee recommends the amended draft Policy 5.61 be brought to the May 14, 2025, Board Meeting for approval and replacement of Policy 616.

4. Other Business / Business Arising

(a) Student Accommodation Allowance

The district currently provides approximately \$20,000 to outer islands families each year in accommodation allowance for students to access non-curricular activities. Currently, approximately 10 students are accessing the funds. After consulting with Harris & Co., it has been clarified that there is not a legal obligation to provide this type of funding. Draft Policy 5.20 addresses student fees and financial hardship so students have access to educational programs and activities.



Action: The Policy Committee will bring this recommendation to the May 14, 2025 Board Meeting for the Boards' consideration: that payment of boarding assistance will not exceed a budget of \$20,000 for the 2025/26 school year, and the practice will be discontinued in the 2026/2027 school year.

Staff will communicate any decision of the Board to change the current practice, to families impacted, well in advance of the potential change.

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

6. Adjournment: 12:05 p.m.

SD 64 (GULF ISLANDS) POLICY REVISION PROJECT



POLICY RENOVATION WORKING SESSION MAY 28, 2025

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

This meeting will conclude the foundation of the Policy Committee's policy renovation work.

The remaining Section 5.00 content will be considered at this meeting and is organized as outlined below. 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. One outstanding policy for Section 2.00 (Expectations, Relationships, and Engagement), in blue highlighting, with the corresponding documentation indicated in the right column, is being considered today.

We will also consider the remaining policies and procedures to be repealed and established as Administrative Practices.

Suggested Policy Number and Name	Previous Policy or Procedure
5.10 Financial Planning and Reporting 5.11 Accumulated Operating Surplus 5.12 Annual Budget	6.10 Financial Planning and Reporting 6.11 Accumulated Operating Surplus 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 6500 <i>Travel Expenses</i>
5.40 Donations and Gifts	630 Education Trust Fund 630 <i>Education Trust Fund</i>
5.60 School Closure 5.61 Disposal of Land or Improvements	635 Permanent School Closure 635 <i>Permanent School Closure</i> 616 Disposal of Land or Improvements 616 <i>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](#)
 - replaced by AP T5 Student Transportation
- D.2 Procedure [615 Disposal of Equipment](#)
A Guide to Tangible and Intangible Asset Disposals in the Government of British Columbia
 - replaced by AP B5 Disposal of Equipment
- D.3 Procedure [6200 Purchasing and Tendering](#)
Government Policy re: Procurement
 - replaced by AP B4 Purchasing and Tendering
- D.4 Procedure [6300 Retention /Destruction of Records](#)
 - replaced by AP B2 Retention and Destruction of Records
- D.5 [6450 School-Generated Funds](#)
Procedure 6450 School-Generated Funds
 - replaced by AP B3 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](#)
 - replaced by AP F4 District and Community Use of Facilities

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

Procedure [6900 Outdoor Play Areas](#)

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

- replaced by AP F5 Outdoor Play Areas and Other School Enhancement Projects

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

Procedure [203 Property Control Procedure](#)

- replaced by AP F3 Property Control

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

- replaced by AP L7 School Fees



Policy 2.90 Employee Conflict of Interest

The Board of Education expects the highest standards of conduct from its employees and views such behaviour as paramount in developing and maintaining the public's trust and confidence in the District. Complying with a high standard of conduct established by the Board is a condition of employment.

Subject to an employee's rights under a Collective Agreement, legislation or statutory regulation, employees of the District shall not place themselves in a position of conflict of their interest as an employee. Employees shall not place themselves in a position where their objectivity may be compromised or where there may be a public perception that such has occurred, in direct or indirect dealings on behalf of the District or a school.

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. The Superintendent is expected to request a determination of the Board before engaging in any activity that might reasonably raise questions about a possible conflict of interest.

Any activity which might reasonably be perceived by the employer as using the employment relationship for personal financial advantage will be viewed as a conflict of interest. Indirect pecuniary conflicts of interest will exist where an employee uses their position to decide or effectively influence a decision that would result in a pecuniary benefit to a relative, spouse, or business associate. School District premises, materials and equipment shall not be used for external business purposes, or for any other purpose which might compromise the interests of an employee or the District.

A breach of this policy is considered to be a serious breach of an employee's obligations that may result in discipline or dismissal. The Superintendent or designate will determine any question that might arise with respect to whether a conflict of employment interest exists.



Policy 108-2.90 Employee Conflict of Interest: ~~Employees and Trustees~~

Rationale:

The ~~School District No. 64~~ Board of Education expects the highest standards of conduct from its employees and views such behaviour as paramount in developing and maintaining the public's trust and confidence in the ~~district~~ District. ~~The requirement that~~ Complying with ~~employees comply with the~~ high standards of conduct established by the ~~board~~ Board is a condition of employment.

Policy:

Subject to an employee's rights under a Collective Agreement, legislation or statutory regulation, employees of ~~School District No. 64 (Gulf Islands)~~ the ~~d~~ District shall not place themselves in a position of conflict of their interest as an employee ~~of the district. Neither employees~~ Employees shall not place themselves in a position where their objectivity may be compromised or where there may be a public perception that such has occurred, in direct or indirect dealings on behalf of the ~~district~~ District or a school ~~with any individual, organization or corporation.~~

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. The Superintendent is expected to request a determination of the Board before engaging in any activity that might reasonably raise questions about a possible conflict of interest. _____

Any activity which might reasonably be perceived by the employer as using the employment relationship for personal financial advantage will be viewed as a conflict of interest. Indirect pecuniary conflicts of interest will exist where an employee uses ~~his/her~~ their position to ~~make a decision~~ decide, or effectively influence a decision, that would result in a pecuniary benefit to a relative, ~~partner~~ spouse, or business associate. School ~~district~~ District premises, materials and equipment shall not be used for external business purposes, or for any other purpose which might compromise the interests of an employee or the ~~school district~~ District. _____

A breach of this policy is considered to be a serious breach of an employee's obligations that may result in discipline or dismissal. The Superintendent ~~of Schools~~ or designate will determine any question that might arise with respect to whether a conflict of employment



interest exists.

~~Trustees are governed by Procedural Bylaw No. 2 with respect to determination of conflict of interest, and bound by conflict of interest provisions in Policy 107: Trustee Code of Conduct.~~

References:

- ~~School District No. 64 (Gulf Islands) Bylaw No. 2, Procedural Bylaw~~
- ~~Policy 107~~



AP T5 Student Transportation

Legislative References: *School Act*, Section 83 (1)a

Policy Reference: 5.10 Student Transportation

Collective Agreement References: None

Date: **DRAFT**

Definitions

Standard means priority student rider

Courtesy means non-priority rider

Counterflow means when standard ridership is less than 50 per cent of vessel capacity for a given section of a route

Processes

1. Bus Operations

- 1.1. The transportation department will establish and maintain a Transportation Operations Manual for the purpose of:
 - 1.1.1. student bus registration
 - 1.1.2. determining standard and courtesy bus ridership
- 1.2. Provisions should be made for driver training on an annual basis in addition to driver training for all new drivers entering the system.
- 1.3. A student safety orientation will be conducted at the commencement of each school year.
- 1.4. The Secretary Treasurer or designate will:
 - 1.4.1. ensure that up to date passenger lists are maintained;
 - 1.4.2. review all bus routes each year during the summer break and revise as necessary;
 - 1.4.3. advise the Board of significant changes to the Student Transportation Operations Manual.

2. Bus Routes

- 2.1. Bus routes may be established, continued, or extended on any island in the District where the following general conditions can be met:



- 2.1.1. Road conditions are determined to be safe for vehicles and for buses by the Secretary Treasurer.
- 2.1.2. Roads are wide enough to allow buses to safely pass other large vehicles.
- 2.1.3. Roadways have satisfactorily paved or gravel surfaces.
- 2.1.4. Adequate visibility of other vehicles is available; in particular at all stops and turn arounds.
- 2.2. Bus routes may be:
 - 2.2.1. established provided satisfactory schedules can be maintained and there is an adequate number of students (usually 15) to use the service;
 - 2.2.2. extended provided that satisfactory schedules can be maintained and that there are a significant number of students (approximately four students per extra kilometer travelled) to use the service.

3. Transportation Assistance

- 3.1. For catchment students who reside beyond the walk limits set to the school or to the nearest bus stop, the District may, in lieu of providing school bus service, provide transportation assistance. Transportation assistance may be provided based on the distance traveled to and from school or the nearest bus stop whichever is the less and the return trip to the family home. Walk limit restrictions will not apply for determining transportation assistance for students with special accessibility requirements.
- 3.2. Parents may apply for transportation assistance using the forms available at each school.
- 3.3. The principal will confirm the registration of the student(s) named and forward the request to the Secretary Treasurer to approve the distance claimed.
- 3.4. The rates for transportation assistance are based on:
 - 3.4.1. Roads: \$0.40/km plus \$0.10/any additional children (not per child) to a maximum family limit of \$15.00/day; and
 - 3.4.2. Water: the allowance for transportation over water is 150% of the roads rate to a maximum of \$22.50/day.
- 3.5. Transportation claims must be received within thirty (30) days of claim date to be honoured. Claims older than thirty (30) days will be paid at the discretion of the Secretary Treasurer.



- 3.6. By claiming transportation assistance parents:
 - 3.6.1. undertake to arrange transportation of their children from the home to the school by means of motor vehicle or other equivalent means;
 - 3.6.2. accept full responsibility for safe transportation and insurance coverage rests with the vehicle owner;
 - 3.6.3. agree that transportation allowances will apply *only* when the primary purpose is transportation of such students.

4. Student Water Taxi

- 4.1. The primary purpose of the district student water taxi system is to support catchment area attendance by providing standard ridership service to:
 - 4.1.1. grade 10 to 12 students from Mayne, Galiano, Pender and Saturna Islands who choose to attend Gulf Islands Secondary School (GISS).
 - 4.1.2. grade 8 to 12 students from Mayne and Galiano Islands and grade 6 to 12 students from Saturna Island to attend Pender Island Elementary Secondary School (PIESS).
 - 4.1.3. students from Pender, Mayne, Saturna, and Galiano Islands who require Inclusive Education services on Salt Spring Island as indicated in their Individual Education Plan.
 - 4.1.4. grade 6 to 9 students from Pender, Mayne, Saturna and Galiano Islands who are registered in French Immersion within their designated catchment area.
 - 4.1.5. students from Pender, Mayne, Saturna and Galiano Islands who are registered and attending the Gulf Island School of Performing Arts at GISS.
- 4.2. The secondary purpose of the district student water taxi system for which standard water taxi passes will be issued (on routes designed for the transportation needs identified in 4.1) is to provide access to specific programs of choice:
 - 4.2.1. grade 10 to 12 students to attend Saturna Ecological Education Center.
 - 4.2.2. grade 8 to 12 Salt Spring Island students to attend PIESS.
- 4.3. Standard ridership will not be extended beyond vessel capacity. Should the number of standard riders exceed vessel capacity in any given year, student access will be prioritized in the order listed above (sections 4.1 and 4.2) and an existing standard pass may be revoked.



- 4.4. Provision of standard ridership will be determined by the student's primary residence as registered in the school's electronic student information system.
- 4.5. Courtesy water taxi transportation services may be extended, based on available space, in the following order:
 - 4.5.1. priority student whose standard pass was revoked due to over-capacity (as per 4.3)
 - 4.5.2. approved student field trips
 - 4.5.3. staff
 - 4.5.4. trustees
 - 4.5.5. parents for the purpose of school/district activities
 - 4.5.6. student social passes
 - 4.5.7. others in their role as regulated health care professional and/or local government
- 4.6. Courtesy access may be extended beyond those identified in 4.5 during counterflow periods only.
- 4.7. Social passes may be provided to students who attend school on Pender, Saturna, Mayne, or Galiano Islands and wish to travel to one of those four islands on the water taxi (see AP T2 Student Social Passes).
- 4.8. A fee may be charged for counterflow access not related to school/district activities and to others in a regulated health care profession and/or local government (4.5.7.) for courtesy ridership not related to school/district activities. No fee will be charged for student social passes.
- 4.9. Access to courtesy ridership cannot be guaranteed on any given day or route until after the needs of standard riders have been met.
- 4.10. Student courtesy riders, travelling on student social passes, in the evening to another island other than their home island for social purposes, are advised that there may not be sufficient seating on the morning run to ensure their return to their home island. If there is not sufficient room on the water taxi on the requested date of travel based on the order set out in 4.5 transportation will be denied up to the point of departure.
- 4.11. Should the water taxi be cancelled due to inclement weather, a secondary student may be permitted to attend school on their home island only for the purpose of writing scheduled Provincial assessments.



AP B5 Disposal of Equipment

Legislative References:

Policy Reference: 5.61 Disposal of Land and Improvements

Collective Agreement References: None

Date: **DRAFT**

Processes:

1. Declaration of Surplus

- 1.1. The Secretary-Treasurer or designate is responsible for determining if an asset is surplus and the means to be used for its disposal.
- 1.2. The Secretary-Treasurer shall refer to the Board for its consideration any land, buildings, or vehicles that are declared surplus.
- 1.3. An item may be declared surplus if:
 - 1.3.1.1. it is no longer in use in schools in the District because of changes in the curriculum, in regulations, or in Board policy;
 - 1.3.1.2. it no longer meets educational specifications because of age or technological advances;
 - 1.3.1.3. it is incompatible with the new standard set by a standardization program;
 - 1.3.1.4. it is in need of repair, but the cost of repair is prohibitive;
 - 1.3.1.5. a decision has been made to replace the item because of an excessive loss of time required for repair.

2. Method of Disposal

- 2.1. Assets may be disposed of by public sealed tender, public auction, fixed or variable price public sale (including Asset Recovery BC), trade-in, private sale, or by scrapping.
- 2.2. Any equipment, vehicle, non-permanent structure, or any item of estimated residual value greater than \$5,000 shall be referred to the Secretary Treasurer, who shall determine the means of disposal and the price for which the asset will be offered for sale.
- 2.3. Any disposal of land or buildings shall be referred to the Board.



2.4. In planning for the disposal of surplus assets the following factors shall be considered:

- 2.4.1.1. whether the potential gain accruing to the District will offset advertising and other related costs of a public sale, either by gender or by fixed price;
- 2.4.1.2. whether there is a sufficient volume and variety of assets to be disposed of to warrant an auction or other major public offering;
- 2.4.1.3. whether the amount offered on a trade-in reasonably represents the net recovery to the District under other means of disposal; and
- 2.4.1.4. whether the item has any significant residual value, and whether any market exists for it.

2.5. Private sale of surplus items shall be restricted to those considered relatively valueless, 'one-of-a-kind' items with minimal value, items not in working condition and considered too expensive to repair, or items which have previously been offered for public disposal without success.

3. Record Keeping

3.1. The disposal must be documented to provide quantity, description of disposal, serial number, etc., amount of proceeds from disposal, name of successful bidder, reason for disposal and date of acquisition, if known.

4. Funds Received

4.1. Proceeds from the sale of furniture and equipment, vehicles, computer software, computer hardware and other disposals should be recorded as "Other Revenue" in the Operating Fund, as per Ministry of Education and Child Care Financial Statement Instructions.

5. Retention of Surplus Assets

5.1. Nothing in this administrative practice shall make it mandatory to dispose of surplus items where they may have some value to a local non-profit organization.



AP B4 Purchasing and Tendering

Legislative References: Core Policy and Procedures Manual, Chapter 6: Procurement

Policy Reference: None

Collective Agreement References: None

Date: **DRAFT**

1. Principles of Procurement and Purchasing

- 1.1. To obtain maximum value for the District on all purchases including the life cycle cost of purchases.
- 1.2. To provide reasonable opportunities for qualified suppliers and contractors to seek the School District's business.
- 1.3. To conduct purchasing in an efficient and cost effective manner in accordance with competitive public service purchasing practices.
- 1.4. To select vendors through processes that are transparent and competitive, and to balance the administrative effort and cost with commensurate value of the purchase.
- 1.5. To provide purchasing discretion and flexibility for the District, schools, and departments within granted purchasing authority and subject to optimizing best value for the District as a whole.

2. Key Elements of District Procurement and Purchasing

- 2.1. In all cases, purchases must only be made for the use of the District. District purchases are never intended for personal use or resale.
- 2.2. District staff who participate in the procurement process will act in an ethical manner and the [Supply Chain of Canada's Code of Purchasing Ethics](#) will apply to all those involved in the procurement process.
- 2.3. District staff who participate in the procurement process will follow best practices throughout the process by maintaining notes and documents; providing clearly defined specifications/standards, terms and conditions; and ensuring an impartial procedure to be used in the solicitation and evaluation of bids.



- 2.4. Formal, competitive contracting processes for procurement will be conducted in accordance with guidelines that have been established within the [the Canadian Free Trade Agreement](#) (CFTA), the [New West Partnership Trade Agreement \(NWPTA\)](#) and the [Trade and Labour, Mobility Agreement \(TILMA\)](#) for District requirements exceeding \$75,000 for goods/services/equipment, and \$200,000 for construction undertakings. Formal opportunities to bid will be publicly advertised through the provincial website www.bcbid.gov.bc.ca.
- 2.5. All other factors being equal and in compliance with NWPTA and/or TILMA, purchases will be made with local, Provincial, and Canadian suppliers, in that order of preference.
3. All acquisitions of goods, services, and construction from district funds or district administered funds (ie. School Generated Funds) are subject to these procedures except where indicated otherwise.
4. Contracting Processes for Goods, Services and Equipment
 - 4.1. A variety of procurement methods are available to district staff.
 - 4.2. Contracts
 - 4.2.1. Individual or firm contracts may be established for the appointment of professional advisors including architects, auditors, consultants and lawyers.
 - 4.3. District Credit Cards
 - 4.3.1. Purchases for goods and services may be made by schools, sites, and departments directly. Purchasing cards are issued by the Accounting Department directly to cardholders. The cardholder is responsible for the security, record retention and use of the card.
 - 4.4. Request for Prequalification (RFPQ), Request for Proposals (RFP)
 - 4.4.1. RFEOI and RFPQ are informational processes and do not result in a contract award.
 - 4.4.2. An RFP is an award process, and the award of a contract is determined by the overall value of the contract to the District, usually based on a combination of contract price, service requirements, value for district members, and other criteria as appropriate.
 - 4.5. Invitation to Tender (ITT) and Request for Quotation (RFQ)



- 4.5.1. An ITT is a process primarily used to solicit Bids in the procurement of construction related services. The award of contract is determined by the overall value of the contract to the District, usually based on the lowest-priced bid that meets the District's specifications, and any other criteria as appropriate.
- 4.5.2. An RFQ process may be used to solicit bids for goods, services and equipment and the award of a contract is determined usually based on the lowest-priced bid that meets the District's specifications, and any other criteria as appropriate.
- 4.6. Standing Offer Agreements (SOA)
 - 4.6.1. These are used for the acquisition of standard school supplies and equipment i.e.: stationary supplies, art supplies, P.E. supplies, custodial supplies.
 - 4.6.1.1. Expenditure authorizers can place orders with suppliers with whom the District has a Standing Offer Agreement up to their authorized signatory.
 - 4.6.1.2. The signing authority is responsible to ensure that the purchase requisition contains enough information so that the appropriate goods, services, or equipment are being ordered; and the expenditure is within budget capacity; and the general ledger account coding is accurate.
 - 4.6.1.3. Requests for goods, services, or equipment that are not available through a District Standing Offer Agreement, or by service and systems contracts already in place, shall follow the applicable process and contractual levels per Table 1.
- 4.7. Provincial, Regional and other School District Authorized Purchases
 - 4.7.1. The Provincial Corporate Supply Arrangement (CSA) are available to the District for purchasing.
 - 4.7.2. The Secretary Treasurer will, whenever practical, join in co-operative purchasing with other School Districts or agencies to take advantage of lower prices for bulk purchasing and to reduce the administrative costs of tendering.
- 4.8. Sole Source or Single Source
 - 4.8.1. Where a single source is being considered, a sole source rationale must be provided with the purchase requisition form and shall be submitted by the



Secretary Treasurer for consideration with the exception of Capital construction.

4.8.1.1. The Secretary Treasurer or designate will be the sole judge of whether the rationale is valid and sound and can be supported by the District.

4.8.2. Sole Source or Single Source rationale may not be required under the following circumstances:

4.8.2.1. There is an urgent need and delay would be injurious to the public interest.

4.8.2.2. The nature of the work or the estimated cost of the requirement is such that it would not be in the public interest to invite competitive bids, quotations, or proposals.

4.8.2.3. A substantive investment has already been made and would have to be duplicated by another supplier entering the field.

4.8.2.4. Competition is precluded because of the existence of patent rights, copyrights, intellectual property, or trade secrets.

4.8.2.5. The requested acquisition requires compatibility with existing equipment, logistics, or may void any warranties or guarantees.

4.8.2.6. Source of supply are determined by federal, provincial or other regulatory bodies, or another public agency or cooperative purchasing venture.

5. The Procurement Process and Signing Authority for Expenditures

5.1. Requests for goods, services or equipment shall follow the applicable process and contractual levels per Table 1.

5.2. The signing authority is responsible for ensuring that the purchase requisition is within available budget capacity.

5.3. All Purchases over \$75,000 must be adequately planned so as to allow the appropriate competitive process to be completed.

6. Procurement Process and Contractual Levels

6.1. The procurement of Construction services shall follow the applicable process and contractual levels per Table 2.



- 6.2. Any exceptions to the contractual levels must be authorized by the Secretary Treasurer.
7. Splitting of requisitions, contracts or contract extensions shall not be allowed as a means to circumvent the procurement process and contractual levels outlined in Tables 1 and 2.
8. The District will not normally enter into purchasing contracts with students, teachers, staff, trustees or members of their immediate families. To avoid a possible conflict of interest, all people who have financial or other interest in a supplier company, either directly or indirectly through members of their immediate families, should report such financial or other interests in writing to the Secretary Treasurer who will determine whether the interest is sufficient to disqualify the vendor.
9. District employees must not accept gifts or samples, either in kind or in money or in excessive entertainment, from a vendor or a potential vendor which has a value greater than \$100. Gifts or samples include any items offered to an employee or their family which have intrinsic value or are not obviously in the form of advertising. Excessive entertainment includes, but is not necessarily restricted to, transportation of other than a business nature and overnight accommodation.

Tables 1 and 2 are appended below.

Table 1 should only be utilized to procure goods, services and equipment that are not readily available through existing standing offer agreements.

TABLE 1 – Goods, Services and Equipment Procurement Process					
Amount per item or aggregate full contract terms	# of Quotes	Method of Quote	Method of Purchase	Procurement Process Conducted by:	Authorization level required for Purchase
Schools: <\$5,000 District: < \$15,000	1	Email, telephone, supplier website, or in-store purchase	MasterCard or supplier invoice	Budget Expenditure Authority or MasterCard holder	Must be within MasterCard transaction limit and follow rules per AP B2
Schools: \$5,000 to \$10,000 District: \$15,000 to \$75,000	2	Email and/or supplier website	MasterCard, Purchase Order, supplier invoice, or District: service agreement with terms and conditions	Budget Expenditure Authority or MasterCard holder (with assistance from Accounting Department as needed)	Principal or District Supervisor and follow rules per AP B2
Schools: \$10,000 to \$50,000	2				Secretary Treasurer or designate and follow rules per AP B2
Schools: >\$50,000 District: >\$75,000	3	Formal Process			Secretary Treasurer and follow rules per AP B2
Changes to Contract		Revise Contract by issuing: Change Order, or Amended Purchase Order or Amended Service Agreement or Contract			Schools: up to \$10,000 Schools: >\$10,000 District: up to \$75,000 District: >\$75,000 School Principal Secretary Treasurer District Supervisor Secretary Treasurer

Table 2 should only be utilized for construction procurement.

TABLE 2 – Construction Procurement Process					
Amount per item or aggregate full contract terms	# of Quotes	Method of Quote	Method of Purchase	Procurement Process Conducted by:	Authorization level required for Purchase
< \$75,000	2	Email, supplier website request for quote, direct invite or public competition	Purchase Order, supplier invoice, or service agreement with terms and conditions	Budget Expenditure Authority (with assistance from Accounting Department as needed)	District Supervisor
\$75,000 to \$200,000	2	Email, supplier website request for quote, direct invite or public competition	Purchase Order, supplier invoice, or service agreement with terms and conditions	Budget Expenditure Authority with assistance from Accounting Department	Director of Operations and/or Secretary Treasurer
>\$200,000		Formal Process (per AP B4 Purchasing and Tendering)		Up to \$1M	Secretary Treasurer
				\$1M to \$7.5M	Secretary Treasurer in consultation with Superintendent
				>\$7.5M	Secretary Treasurer with Board approval
Changes to Contract		Revise Contract by issuing: Change Order, or Amended Purchase Order or Amended Service Agreement or Contract	Appropriate Budget Signing Authority can approve changes to the contract up to 15% increase within their signing authority limit	Up to 15% of original Up to \$300,000 Up to \$1M	appropriate signing authority Director of Operations Secretary Treasurer

For the purpose of this Administrative Practice and Table 2, the term “construction” means: a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement. (source: New West Partnership Trade Agreement)



AP B2 Retention of Records

Legislative References: *Document Disposal Act; Freedom of Information and Protection of Privacy Act; Ministerial Order M082/29*

Policy Reference: None

Collective Agreement References: None

Date: DRAFT

Physical and digital records held by Gulf Island School District will be retained while they are of use in the operation of the District and in compliance with pertinent federal and provincial legislation.

This Administrative Practice outlines the minimum period of time which specific records must be retained. Once records are past the applicable retention period, the department responsible for the records is authorized to destroy them if they are satisfied that the records are of no further use and that they have no historical or archival value.

Records that contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records and should be given priority for destruction once the minimum period has been reached and they have no further use.

Any record used to make a decision must be retained for a minimum of one year. The retention record schedule for Gulf Islands School District is appended to this Administrative Practice.

Records Retention Schedule

Board Records	
<i>Responsibility: Secretary-Treasurer</i>	
Board Bylaw, Policy, and Procedure	Permanent
Board Meetings (Special, Regular, Committee) - Agendas	Permanent
Board Meetings (Special, Regular, Committee) - Minutes	Permanent
Notice of Meetings	1 year
Trustees – Electoral Packages	6 years
Trustees – Financial Disclosure Statements	Term of office (minimum 1 year)
Trustees – Lists	While current
Trustees – Oaths and Declarations	Term of office (minimum 1 year)



Financial Records

Responsibility: Secretary-Treasurer

Annual Budget and summary supporting documents	Permanent
Auditor's Reports	Permanent
Bank Statements, debit and credit notes	6 years after year of creation
Cheques – Cancelled / Duplicates	6 years after year of creation
Deposit Books	6 years after year of creation
Financial Information Reports (Ministry of Education)	Permanent
General Ledger	Permanent
Invoices (received and billed)	6 years after year of creation
Purchasing Contracts	6 years or term of loan if longer
Quotations	6 years after year of creation
Receipts Issued	6 years after year of issue
Requisitions and Purchase Orders	6 years after year of creation
Stop Payment Orders	1 year after year of creation
Student Transportation Assistance Forms	1 year after year of creation
Student Accommodation Assistance Forms	1 year after year of creation
Travel Claims	6 years after year of creation

Facilities Records

Responsibility: Director of Operations and/or Secretary Treasurer

Appraisals and Inventories	6 years after year of asset disposal
Authorization for expenditure of capital funds	6 years after year of capital plan completion
Building Plans and Specification Changes (guarantees, bonds, liens, and valuable correspondence)	6 years after asset disposal
Building Video Recordings	1 year after the year of creation
Land Titles, Deeds, and Plans	6 years after year of asset disposal
Mortgages and Leases	6 years after expiration of term



Rental Agreements	1 year after year of rental termination

Human Resources Records	
<i>Responsibility: Director of Instruction / Payroll Manager</i>	
Applications and Job Competition	1 year after position filled
Employee Personnel File	
- Banking	6 years after employment ceases
- Contracts	6 years after employment ceases
- CRA documents	6 years after employment ceases
- First Aid Certificates	6 years after employment ceases
- Leave records	6 years after employment ceases
- Medical Benefits Forms	6 years after employment ceases
- Resumes	6 years after employment ceases
- WCB Forms	6 years after employment ceases
- Benefits conversion documents	Permanent
- Certificates	Permanent
- Criminal Record Checks	Permanent
- Employment History	Permanent
- Life Insurance Forms and Waivers	Permanent
- Pension Enrolment and Contributions	Permanent
- Resignation letters	Permanent
- Severance	Permanent
- Termination documents	Permanent
Grievances – Individual Files	Permanent
Interview Questionnaires	1 year
Reference Checks	1 year after position filled
Resumes, Unsolicited	1 year
Unions - Collective Agreements	Permanent
Unions - Seniority Lists	Permanent
Violent Incident Reports	6 years after employment ceases



Information and Privacy <i>Responsibility: Secretary-Treasurer</i>	
Freedom of Information – Requests	2 years after calendar year of creation
Freedom of Information – Requests to correct	2 years after personal information has been updated, annotated, or request has been transferred to another public body
Freedom of Information - Requests to review decisions	5 years after investigation, review, inquiry or adjudication is complete and order has been issued

Information Systems Records <i>Responsibility: Associate Superintendent</i>	
User IDs	1 year after user leaves district
System Problem Tracking	1 year after user leaves district

Insurance Records <i>Responsibility: Secretary Treasurer</i>	
Claims	Adults: 6 years after claim settled Under 19: 2 years after age of majority is reached (minimum 6 years)
Incident Reports	1 year after employment ceases
Insurance Policies	Permanent

Payroll Records <i>Responsibility: Director of Instruction, HR and/or Payroll Manager</i>	
Dispatch – Absence Tracking	6 years after employment ceases
Dispatch – Leave of Absence forms and Logs	1 year



Payroll Deductions	6 years after employment ceases
Payroll Records - Employees	6 years after employment ceases
Payroll Records - SDS	6 years after employment ceases

School Records	
<i>Responsibility: Schools</i>	
Course selection sheets & booklets	
Field Trip Applications	(1 year, liability longer....)
Field Trip – Informed Consent forms	(1 year, liability longer....)
Field Trip – walking day trip (application/ consent)	Current year
Gradebooks (teacher's marks data by subject/section)	Current year plus 1 year
Homeroom / Class Lists	Current year plus 1 year
Locker Lists	Current year
Scheduling/Timetable as of Sept 30 th	Current year plus 17 years
Scholarships – Provincial	Permanent
Scholarships and Awards – Local/District	7 years after student leaves school

Student Records	
<i>Responsibility: Schools</i>	
Attendance Reports and Registers	Permanent
FOIPPA Permissions, signed	Current version
Permanent Record Cards	Permanent
Student Counsellor Files (formal files)	7 years after student leaves school or student's 26 th birthday (whichever comes last)
Student Cumulative Files	2 years from date student left school
Student Services Files	7 years after student leaves school or student's 26 th birthday (whichever comes last)



Student Digital Accounts	2 years after student leaves district
Transcripts (Official Transcript of Grades)	Permanent
Out-of-Catchment Requests	1 year from decision regarding request

Transportation Records

Responsibility: Director of Operations

Student Transportation Registration Forms	1 year after year of creation
Student Transportation Behaviour Reports	1 year after year of creation
School Bus Video Recording	1 year after year of creation

Volunteer Records

Responsibility: Secretary Treasurer

Criminal Record Check, Consent Forms	5 years
Criminal Record Check, Clearance Letters	5 years
Driver's Abstracts	1 years
<i>Responsibility: Schools</i>	
Volunteer Driver's Application	While current
Volunteer Code of Conduct	While current



AP B3 School-Generated Funds

Legislative References: *Budget Transparency and Accountability Act; School Act* (sections 156/157)

Policy Reference: 5.10 Financial Planning and Reporting

Collective Agreement References: None

Date: **DRAFT**

Definition:

School-generated (or “non-public”) funds are school-based funds that are obtained through fundraising activities or charging of school fees or donations (i.e. funds not provided through government grants or other general School District sources) and that are used for the benefit of student groups or for the general welfare of the school.

School generated funds are required by legislation to be included for reporting purposes in School District and Government statements. As a result, they are subject to audit and the same standards for control required for School District funds. Parent Advisory Council funds are not included in School Generated Funds.

The District will administer school-generated funds according to the same standards of control as apply to School District funds, while ensuring that such funds are used as intended.

Processes:

1. The principal is responsible for the custody and financial control of all school-generated funds in a school's possession and must ensure that monies held in trust for specific purposes are not used to finance other activities.
2. The Secretary Treasurer or designate will provide guidance to any principal who requires assistance in establishing proper accounts and procedures.
3. School-generated funds must be kept physically separate from District funds and held in a separate bank account. Cash retained on hand for the purpose of accommodating small emergency payments or floats must be controlled through the use of a petty cash fund operated on the impress basis (same basis used by the school for District funds).
4. School-generated funds are not to be used
 - 4.1. as a banking service for cashing employees' and students' individual cheques;



- 4.2. for employee reimbursements for District expenses;
- 4.3. to provide anyone with direct access to cash in exchange for cheques or IOUs of any kind.
5. All records maintained by the school shall be open at all times for inspection by the Secretary Treasurer's office and the Board's auditors.
6. Internal reviews shall occur periodically, at the expense of the Board.
7. The statements prepared for reporting purposes are subject to audit by the duly appointed auditors of the Board of Education.
8. Recommendations from internal reviews or external audits shall be implemented immediately.
9. School Generated Funds shall comply with all District financial management standards.



AP F4 District and Community Use of Facilities

Legislative References:

Policy Reference: None

Collective Agreement References: None

Date: **DRAFT**

The District endeavors to facilitate community use of facilities and equipment where this does not compromise the delivery of educational programs to students.

This Administrative Practice fully recognizes all existing joint use agreements and covers areas where no agreement exists, or where conditions are not covered by an allocation committee or hall committee.

Processes:

1. Public Use of School Facilities:

- 1.1. Care and control of school facilities and equipment is delegated to school principals, who may make these available for use by the community, according to established procedures and joint-use agreements.
- 1.2. Oversight for use of district facilities is designated as follows:
 - 1.2.1. Pender and Galiano Activity Centres - detailed in Joint Use Agreements;
 - 1.2.2. Salt Spring Island Schools-detailed in Joint Use Agreement with CRD Parks & Recreation Commission.
 - 1.2.3. Mayne Island Activity Centre – Mayne Island School principal
 - 1.2.4. All other district schools – the school principal
- 1.3. Designated School Board employees, and Parks and Recreation Commission staff designated in section 1.2 above, are empowered to act as the Board's representatives to ensure that procedures outlined in Joint Use Agreements and this administrative practice are followed.
- 1.4. The person most responsible for any user group must be 19 years of age or older.
- 1.5. All applications for use of school facilities on Salt Spring Island must be made through the online application form at :
<https://sd64.ebasefm.com/rentals/welcome>. Inquiries can be directed to booking@sd64.org. Users interested in using facilities at Mayne, Pender, Galiano, and Saturna schools are required to contact the school directly to



complete the booking process.

1.6. In order to ensure full and efficient use of facilities, the District reserves the right to:

- 1.6.1. refuse or to cancel permits where, in its opinion, the attendance does not warrant use of such a facility;
- 1.6.2. to add, delete, or amend regulations at any time or to terminate any permit immediately for cause.
- 1.6.3. to cancel, suspend, or postpone any and all permits when such facilities are required for school sponsored activities. An effort will be made to provided a minimum of a seven (7) days' notice to the permit holder.
- 1.6.4. to suspend all bookings for school or community use of district facilities based on public health and safety considerations.
- 1.6.5. to cancel any permit without notice where,
 - a. the level of activity supervision is deemed by the District to be inadequate, or
 - b. the facility or playing field is unfit for use because it requires maintenance or repair or, in the case of playing fields, because of inclement weather.

1.7. The District reserves the right to require any group to transfer from one facility to another if the need arises.

1.8. Bookings will be made subject to the following priorities:

- 1.8.1. School/Board Activities, including community education programs endorsed by the District
- 1.8.2. Elections Canada/BC;
- 1.8.3. School or District PAC school-sponsored activities
- 1.8.4. Governmental Organizations / Public Health Authority
- 1.8.5. Youth only not-for-profit activities, with appropriate adult supervision;
- 1.8.6. Youth only for-profit activities, with appropriate adult supervision;
- 1.8.7. Other not-for-profit activities;
- 1.8.8. Commercial and private use.

1.9. The person or committee responsible for overseeing public use of school facilities will record and report all extra labour costs associated with use, to facilitate payment by the user group.

1.10. A district employee must be on duty at all times when school buildings are in use. The extent to which schools are used on non-instructional days, during



weekends and vacation periods shall be determined on a school by school basis. During non school hours a district employee or district approved user must be in attendance and responsible for the duration of the event.

- 1.10.1. Non-employees must complete a District Facilities Access - Approved User Form (appended to this administrative practice). Only approved users will be provided access to use district facilities.

1.11. All groups using school facilities:

- 1.11.1. shall plan for and provide a level of adult supervision appropriate to the activity and those involved.
- 1.11.2. are required to obey all regulations established by the Board and, in addition, school regulations as determined by the respective principal;
- 1.11.3. must limit use to the activity or activities for which permission is granted.

1.12. During any approved event, the permit holder or their pre-approved designate

- 1.12.1. will make themselves known to the on-site district employee;
- 1.12.2. will enforce all Board Policy and District Administrative Practices concerning the use of school facilities and playing fields;
- 1.12.3. will ensure users comply with provincial and local fire department by-laws and regulations;
- 1.12.4. is responsible for the admission, actions and behavior of all participants and/or spectators;
- 1.12.5. will ensure that
 - a. the specified days and times are adhered to, and
 - b. that any schedule changes are pre- approved with at least 48h notice;
 - c. parking is limited to specified parking lots and does not block fire lanes;
 - d. there is no inappropriate substance use/misuse while on district property, consistent with Administrative Practice AP F2 Intoxicating and Controlled Substances;
- 1.12.6. limit activities and participants to the areas assigned to the group;
- 1.12.7. provide access only to the areas covered by the permit;
- 1.12.8. ensure that there is no alteration of, or fastening of anything to, any building;
- 1.12.9. take any reasonable action that may be required for the preservation of District property;
- 1.12.10. report any damage noted by, or caused by groups, must be reported as soon as possible to the designated district employee and/or designated supervisor of the activity. If damage could cause injury to



others it should be reported immediately.

1.12.11. remain in attendance during the entire period indicated on the permit and/or until such time as all participants have vacated the premises;

1.12.12. ensure that buildings are vacated by 9:30p.m. unless special arrangements have been approved.

1.13. With respect to use involving performances before an audience:

1.13.1. stage or property fixtures which require bracing to walls or pinning to stage curtains may not be used, consistent with 1.12.8 above;

1.13.2. no connection to electrical panels will be permitted without prior approval unless

a. the work will be done by a designated district employee;

b. equipment connected to the panel will be operated by qualified persons, who have been approved by a designated Board employee.

1.13.3. the use of electronically amplified instruments will be allowed, but may be subject of sound level limitations;

1.13.4. no advertising in connection with any production or functions is to be displayed on or affixed to any part of school grounds or premises without prior approval;

1.13.5. all persons using school facilities for social or non-educational events using paid professional musicians or stage performers shall hold the Board blameless in any action that may arise in the collection of copyright royalties through the *Copyright Act* of Canada.

1.14. Designated gymnasias may be used:

1.14.1. for indoor practice games of soccer, lacrosse, softball, baseball, football, or other activity when indoor balls and equipment are utilized;

1.14.2. provided that

a. activities will not result in damage to or marking of the facility; users change out of their street or "outside" shoes, into shoes with non-marking soles.

b. no food or drink is permitted in the gymnasiums , other then bottled water.

1.15. Temporary space for storage may be provided, with prior approval from the Principal of the facility, on the understanding that the District will not be responsible for any lost or stolen property stored on school district property.

1.16. As a condition of use, the user agrees:

1.16.1. that there is no warrant, express or implied, on the part of District as to



- the suitability or condition of the facilities;
- 1.16.2. to indemnify and save harmless, the School District (Board of Education) 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 this permit and to provide, on request, evidence of financial responsibility (i.e. carrying of appropriate liability insurance) that in the event of cancellation or revocation by the District, they shall have no claim or right to damage, or expenses whatsoever arising out of said revocation or cancellation.
- 1.17. Users are expected to keep a record of those in attendance (sign in prior to commencement of the event). In case of an evacuation, the permit holder or their designate will present an attendance sheet to the district or emergency services personnel.
 - 1.17.1. It is the user's responsibility to ensure all attendees are familiar with the nearest exit and muster station.
- 1.18. External users are responsible to report to their insurer, any injury that occurs during the facility rental. Group Attendance and Injury Information Forms are available on the [District website](#), filed under AP F4 as "External User Emergency Procedures".

2. Furniture and Equipment:

- 2.1. The care and control of school equipment is delegated to the principal of the school concerned or, in the case of other equipment, district office staff.
- 2.2. Furniture and equipment may be rented. The request for such equipment shall be made at the time of booking and shall be indicated and approved on the booking permit.
 - 2.2.1. Furniture and Equipment may be rented to responsible, non-profit, public and community-based groups who are renting a district facility; subject to prompt return in good condition.
- 2.3. Furniture and Equipment is rented first and foremost, to support the approved programs of the District. Priorities for use of equipment are:
 - 2.3.1. delivery of educational programs to district students;
 - 2.3.2. community education programs;
 - 2.3.3. use by local non-profit community organizations.



- 2.4. For internal bookings - when requesting use of another's school's tables, arrangements should be made directly with the school.

3. Rate Schedule for Use of School Facilities:

- 3.1. As compensation for the use of a facility, a user shall pay the District
- 3.1.1. the sum of the current rental rate, plus
 - 3.1.2. excess custodial service or maintenance costs, if any, plus
 - 3.1.3. the cost to repair or replace any loss or damage to property owned by the District where such loss or damage occurs due to the occupancy of the Board's premises.
- 3.2. The Schedule of Rates, appended to this administrative practice, shall be reviewed for regional reasonability and the changes will be approved by the Secretary Treasurer, prior to September of each school year.
- 3.3. Charges as set out in the Schedule of Rates always apply. An additional charge will be made to all groups for security and custodial service on all non-instructional days, at the actual cost of providing this service. This cost would be based upon overtime rates as stipulated in the contract with the district support group.
- 3.4. Additional charges may be incurred for furniture or equipment rental, maintenance hours, and materials needed to fulfill special set up requests.
- 3.5. Custodial charges will be applied for internal booking use of facilities on non-instructional days.



Facilities Rentals: Schedule of Rates

Facility Rental Rates* - Per Hour (Percentage is rounded to the nearest \$5)					
Sites	A 25%	B 50%	C 50%	D 100%	E 100%
Elementary school gym	20	40	40	80	80
GISS gym half	20	40	40	80	80
GISS gym full	40	80	80	160	160
Library	10	20	20	40	40
Multi-Purpose	10	20	20	40	40
Teaching kitchen	10	20	20	40	40
Classroom / meeting room	5	15	15	25	25
Fields	15	25	25	50	50
Washroom (with field rental)	5	15	15	25	25
Organizational Categorization					
	Internal (no booking fees)	<ul style="list-style-type: none"> School based sports, clubs and activities Community education programs endorsed by the Board PAC and DPAC school sponsored events Maintenance Closures 			
A	Youth Only Not-For-Profit	Non- profit groups that provide activities to youth			
B	Other Not-For-Profit	Non- profit groups that provide activities to adults or both youth and adults			
C	Youth Only For-Profit	Organizations that provide youth activities for profit			
D	Government Organizations	Public Health Authority, Elections Canada/BC			
E	Commercial and Private Use	Groups that are for profit or commercial			

* Facility Rental Rates do NOT include extra costs such as security, custodial hours, or equipment rental.

Equipment Rental and Services Rates

Labour/Services: **\$41 per hour** (on-duty, custodial, maintenance)

Chairs: \$0.50 per unit

Tables: \$5.00 per unit

Projector: \$25.00

Microphone: \$15.00

GISS Gym set up: Wall Divider: \$20.00

Protective Floor Cover: \$650.00



District Facilities Access: Approved User Form

Location:	Activity:
Name:	
Phone:	Email:
Address:	
Start date:	End date:

☐ This individual has a Criminal Record Check on file.

This individual is aware of the following:

- Expectation of their role as outlined in Board Policies 140, 3100, 407 and 410
- Behavioral expectations outlined in applicable school codes of conduct
- Rules and safety procedures established by the school
- Standard Adult to Student Ratio is between 1:10 and 1:15 if applicable
- The key is to be returned to Administration the earliest of: access is no longer required or by the approved end date above
- The key and code are not to be shared with any other individuals
- Individual is aware that access through codes to buildings is tracked

Administrator Name - Print	Administrator Signature	Date

Office Use:

Key Number:	Code Number:
Date Issues:	Date Returned:
Signature of Recipient	Authorized Signature



AP F5 Outdoor Play Areas and Other School Enhancement Projects

Legislative References: None

Policy Reference: None

Collective Agreement References: None

Date: **DRAFT**

Improving a school environment can have a positive impact on school culture and student learning and the District recognizes the value of parent group and community contributions towards school play areas and other enhancements. For the benefit of students, staff, and school communities, the District supports school enhancement efforts and will work cooperatively with those who wish to undertake a school enhancement project to ensure the project is successfully implemented and the final product sustainable.

When considering enhancement to its facilities, it is essential that the District has a thorough understanding of immediate and long-term impacts and potential risks associated with any plan for school enhancement. It is necessary that District Operations is kept informed and involved in the planning and approval process from the onset. Through early involvement, District Operations can assess the scope of a project to ensure it is sound that the implementation plan does not interfere with or otherwise negatively impact existing assets.

This administrative practice sets out the process for planning and approval of outdoor play areas and other school enhancement projects that are initiated, lead, or financed through parent groups, community organizations, or members of the public.

1. **Criteria**

- 1.1. To be considered for implementation, all plans for school enhancements projects must:
 - 1.1.1. have the support of the school community, including the school principal;
 - 1.1.2. align with school and district strategic goals;
 - 1.1.3. meet CSA (Canada Standards Association) safety standards, where applicable;
 - 1.1.4. promote a safe and welcoming school environment that supports student learning; and
 - 1.1.5. be approved by the Director of Operations or their designate in consultation with the Secretary Treasurer.

2. **Application**

- 2.1. Applicants who wish to undertake a school enhancement project must obtain pre-approval from the school principal prior to submitting a formal application.



2.2. Applicants must complete a School Enhancement Project Intake Form (appended to this AP) and include the following details:

- 2.2.1. a project description and overview of the scope of work:
location/boundaries; timelines/deadlines, objectives/goals,
constraints/impacts, expectations/deliverables
- 2.2.2. how the project aligns with school / district strategic plans
- 2.2.3. the project budget, source of funding, and contingency plans
- 2.2.4. responsibility for on-going expenses (the district, the applicant, or third-party)
- 2.2.5. project lead or primary contact (name, email, phone number)

2.3. For applications received from a school or District PAC, the applicant must provide a copy of the minutes indicating the PAC's support for the project and approved allocation of funding.

3. Considerations

3.1. Regardless of the funding source (e.g. the District, school/District PAC, community organization, charitable foundation, or independent grant/award) or combination of sources, there are important factors that must be considered prior to project approval and implementation. All proposed projects must be assessed in consideration of:

- 3.1.1. impact to current District infrastructure (modification to buildings, grounds or other assets)
- 3.1.2. costs/responsibility for regular maintenance and repairs
- 3.1.3. future expenses (upkeep, annual recurring costs, replacement/decommissioning)
- 3.1.4. environmental impact
- 3.1.5. equity and accessibility
- 3.1.6. health and safety
- 3.1.7. legal requirements/compliance and authority guidelines
- 3.1.8. advisability of a formal agreement to clearly identify ownership and responsibilities

4. Review

4.1. The Operations Department will review project applications, assess project viability, and identify potential risks and adverse impacts (current and future) to the District or District assets.

4.2. Operations staff will work with the applicant to clarify plan details and mitigate identified risks and adverse impact.



5. Approval

5.1. Approval will only be granted if:

- 5.1.1. the proposed project meets the criteria for approval (section 1);
- 5.1.2. the project plan and budget are sound (section 2);
- 5.1.3. considerations can be effectively managed (section 3); and
- 5.1.4. identified risks/impacts can be adequately mitigated (section 4).

6. Implementation

6.1. The Operations Department staff will work closely with the project lead/primary contact and the implementation team (district or external) for the duration of the approved project's implementation.

- 6.1.1. If the project is being implemented by the applicant or other external group or person, those persons will be required to provide regular updates when requested by District Operations staff or the Secretary Treasurer.



School Enhancement Projects Intake Form

This form is intended for use by parent groups, including PACs/DPAC, community organizations, or members of the public seeking approval to undertake a school enhancement project.

Before proceeding with this application, it is advised that applicants become familiar with the process for planning and approval of school enhancement projects as set out in Administrative Practice AP F1 School Enhancement Projects.

Part A: Project Overview

1. What is the name of the project? _____
2. Proposed Location (school / area): _____
3. Provide a brief description of the project and what population is it intended to serve:

4. Proposed Start Date: _____ Projected End: _____
5. Are there any time-sensitive deadlines or milestones? _____

6. How does this project align with the School District's Strategic Direction priorities and long-term goals? What are the expected benefits or value this project will bring?



Part B: Roles, Resources, and Budget

7. Who are the primary partners/groups/individuals involved in this project?

8. Who will be the project lead or point of contact? (Name, email, phone)

9. What resources (staff, equipment, materials) are required for this project?

10. What is the estimated budget and what are the funding sources for this project?

11. Will the project require any long-term maintenance or operational support?

Part C: Impact, Risk Assessment, & Sustainability

12. What areas, facilities, or assets might be affected by the project? _____

13. Are there any legal, regulatory, or compliance requirements related to the project that you are aware of? If so, what are they? _____

14. What potential risks or challenges might arise during the project and how will you mitigate any potential disruptions or delays? _____

15. What are the foreseeable environmental or sustainability considerations, if any?



Part D: Check

- ☐ I have attached project plans/drawings
- ☐ I have attached meeting minutes indicating approval (if applicable)
- ☐ I have attached a detailed budget

Name: _____
(print first and last name)

Date: _____

Signature: _____

Office Use ONLY

Application Reviewed by: _____
(name and position)

Approval: _____
Principal's Signature Director of Operations or Secretary Treasurer

Rationale if not approved: _____



AP F3 Property Control

Legislative References: *School Act*, Sections 166.46 and 177; Maintenance of Order; CRD Bylaw 3533
Idling Control Bylaw; *Motor Vehicle Act*

Policy Reference: None

Collective Agreement References: None

Date: **DRAFT**

The District recognises that, in order to promote and sustain safe, orderly and productive learning and working environments, it is necessary to exercise control over district properties.

This administrative practice provides direction as to:

- a. how, when and under what circumstances motorized and human-powered vehicles can enter onto, and be used upon district property;
- b. how, when and under what circumstances people, including staff, students, parent/guardians, visitors and others having business with the school district, may enter onto district property;
- c. under what circumstances persons shall be directed to leave district property; and
- d. under what circumstances persons in section c. above shall be permitted to return to district property.

Processes:

1. No person shall drive any motorized or human powered vehicle on or over any land (including roadways) owned or administered by the District except:
 - 1.1. district employees;
 - 1.2. students;
 - 1.3. parents/guardians;
 - 1.4. other persons either having business with the district, or a district school, or having obtained prior permission in writing from the Board or an agent of the Board.



2. The District may erect devices to regulate, prohibit, control and direct vehicular and pedestrian traffic on district property.
3. No person shall
 - 3.1. exceed the speed limits posted on district property.
 - 3.2. park or otherwise leave unattended, upon land or roadways owned or administered by the board, except in areas designated for parking, unless permission to do otherwise is given by the board in writing.
 - 3.3. park a vehicle and leave its engine running in areas posted as no idle zones, or park a vehicle and leave its engine running for more than three minutes otherwise.
 - 3.4. trespass, cross over or loiter upon any land owned or administered by the District between the hours of 1/2 hour after sunset and 1/2 hour before sunrise without the written permission of the Board or an agent of the Board.
 - 3.5. take or allow to be taken any domestic or range animal onto land owned or administered by the board without the written permission of the Board.
4. When directed by an authorised district employee to leave property administered by the school district, a person or persons shall do so immediately, consistent with provisions in the *School Act* and Administrative Practice AP S1 Maintenance of Order.
5. Individuals or groups using properties, facilities or equipment controlled or owned by the District
 - 5.1. may be asked or directed to leave consistent with provisions in AP S1 Maintenance of Order.
 - 5.2. may be subject to video monitoring (as per AP I12 Video Surveillance).
 - 5.3. shall do so consistent with provisions in AP F4 Public Use of School Facilities.



AP L7 School Fees

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

Policy Reference: 5.20 Student Fees and Financial Hardship

Collective Agreement References: None

Date: **DRAFT**

1. Standardized Fee Structure

- 1.1. Principals will, collectively, conduct annual reviews of their school fees, in order to
 - 1.1.1. ensure the greatest consistency school to school and program to program;
 - 1.1.2. keep fees as low as possible.
- 1.2. Principals will present school fee schedules to their schools' Parent Advisory Council for discussion;
- 1.3. School fees will be submitted to the Superintendent or designate two weeks prior to the last regular board meeting in the month of June.
 - 1.3.1. The Superintendent has the authority to approve school fees on behalf of the Board.
 - 1.3.2. The Superintendent will prepare a schedule of approved school fees to present to the Board in June for fees to be collected in the upcoming school year.

2. Waiving of Fees

- 2.1. Principals will, after having input from school stakeholders (including students at the secondary level) establish school procedures to govern the waiving of school fees in situations where student/family financial hardship serves as a barrier to participation in learning opportunities considered 'enriched', 'supplemental' or part of a 'specialty academy' as defined in the *School Act*.
- 2.2. School waiver procedures will
 - 2.2.1. ensure the privacy, confidentiality and dignity of students and their families;
 - 2.2.2. be submitted to the Superintendent of Schools.



- 2.3. A footnote to the school fees schedule issued to parents will include the following statement: *"If the above fees shall cause financial hardship, payment by installments (one or more post-dated cheque[s]) will be accepted. In cases of more serious hardship, the school will assist families with other arrangements. School District 64 (Gulf Islands) has a Student Fees and Financial Hardship Policy in place. In the event of an inability to pay, please contact (School contact) at (School telephone # or email). All requests will remain CONFIDENTIAL."*

3. General Guidelines

- 3.1. Schools may levy fees as follows:
- 3.1.1. for materials used in goods that are intended for the student to consume, to take home for personal use or as a gift. These costs will be referred to as Project Costs;
 - 3.1.2. for field trips and special events, provided such fees are limited to costs of transportation, accommodation, meals, entrance fees and equipment rentals;
 - 3.1.3. for supplies and equipment that are not necessary to successful participation in a required educational program (for example, more expensive raw material in an art or shop class;
 - 3.1.4. for supplies and equipment for a student's personal use outside of school; for example, rental of a musical instrument for use at home.
- 3.2. Schools may
- 3.2.1. charge for the basic school supplies necessary for participation in a required educational program, when these are offered in place of basic school supplies that students or their parents would otherwise purchase from another source.
 - 3.2.2. require refundable deposits, as in the case of locks.
- 3.3. At the secondary level
- 3.3.1. schools will include fees charged for challenging courses in their Fee Schedule. Such fees are to be included in the schools' fee schedule.
 - 3.3.2. if delivery of a Board/Authority Authorized Course is likely to involve a school fee, the course framework must include details of the applicable fee.



Policy 1.22 Trustee Remuneration

In accordance with the provisions of the *School Act*, the Board of Education may authorize the payment of remuneration to the Chairperson, Vice-Chairperson and other trustees.

The role of trustee is complex and requires a significant time commitment. While trustees provide their service and time willingly because of their belief in the public education system, the Board recognizes that trustees should receive financial recognition by means of remuneration for their service.

The annual trustee remuneration paid to the Chairperson, Vice-Chairperson, and trustee effective July 1, 2024, is

Chairperson	\$20,201.38
Vice-Chairperson	\$18,805.39
Trustee	\$17,409.42

Trustee remuneration shall be adjusted annually effective July 1st. The adjustment shall reflect the Canadian Consumer Price Index established for July of each year.

Guidelines

1. Annual remuneration is taxable.
2. Payments are made on a monthly basis.
- ~~3. Fifteen dollars will be deducted each month, post tax income, as a hospitality fee for trustee discretionary expenses.~~
- 4.3. Trustees will be reimbursed for internet services, up to five hundred dollars annually, and provided with a portable device to conduct school district business during the term of office.