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*As identified in the Funding Agreement:*



Gym Floor Progressing 1



Exterior - Third Floor 1

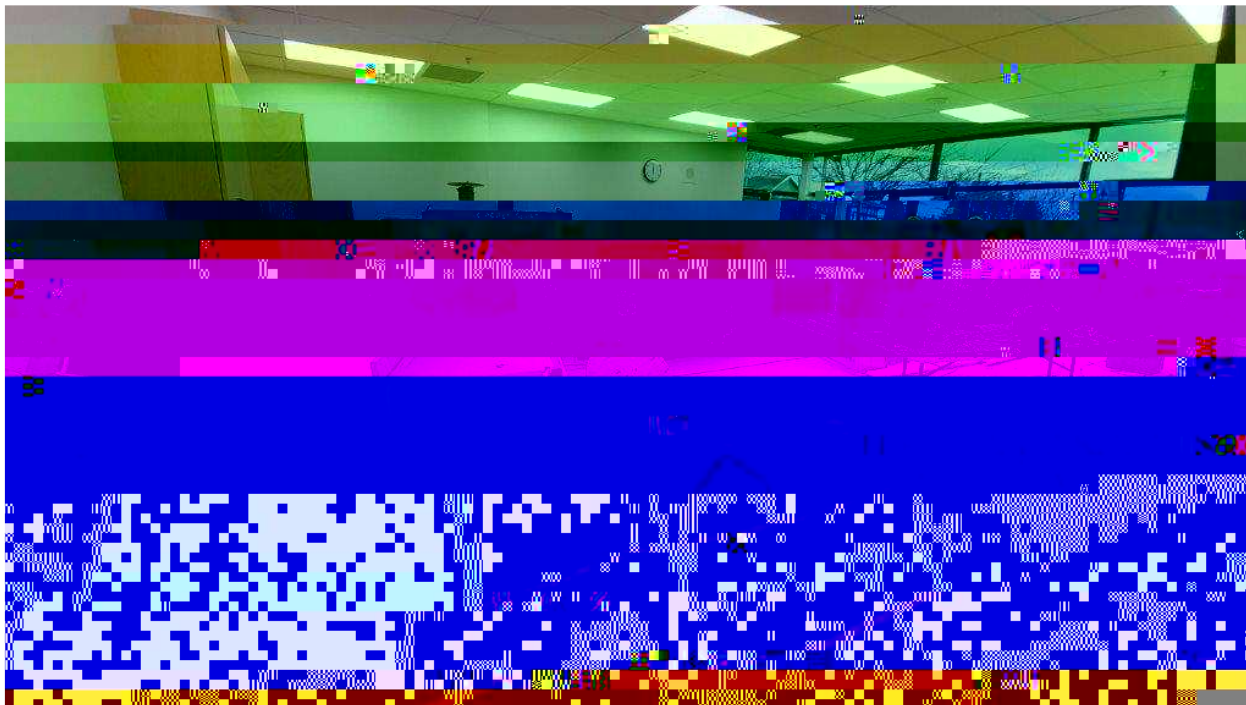


Exterior Cladding Progressing

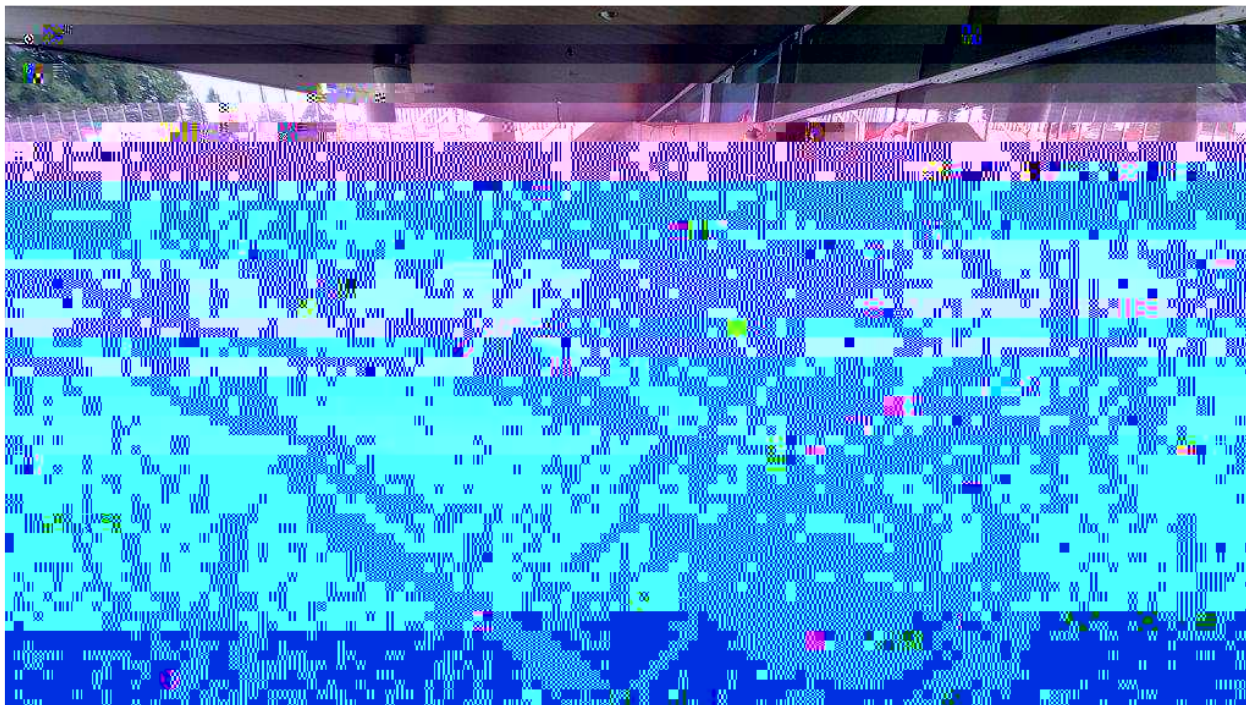


Classroom Looking towards Collaborative Learning Space



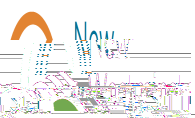


Classroom Millwork Installation (covering on floor to protect polished concrete)



Second Floor Balcony adjacent Learning Commons & MakerSpace





3DJH RI

Observations





# Childcare Update

Tanis Anderson

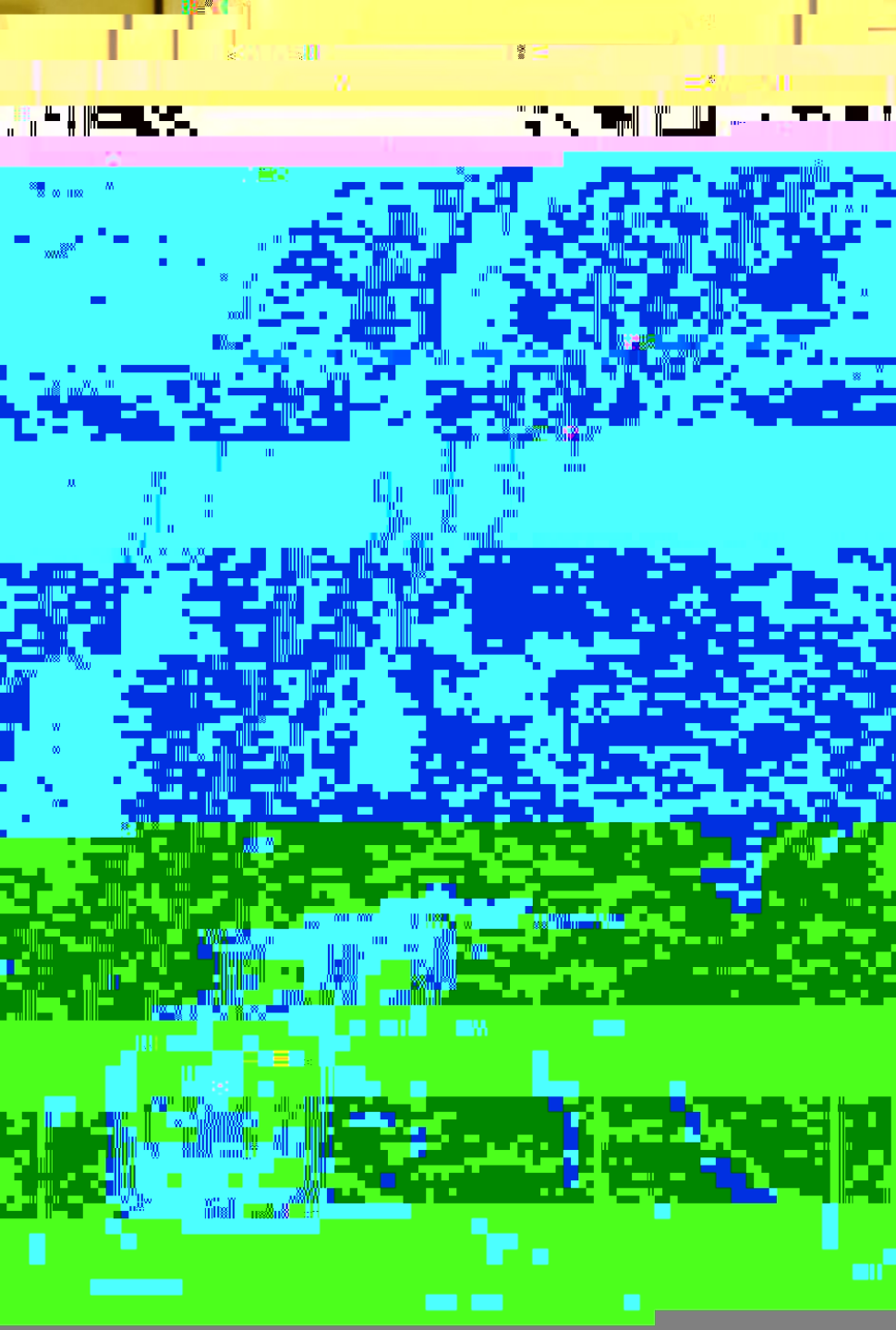




# Licensing Changes

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- ‡ Working collaboratively with WCAS, and exploring new spaces as well as changing licensing to "school age on school grounds" has resulted in an additional 90 spaces across New Westminster Schools
- ‡ WCAS now offers 435 school age spaces.



# Highlights - Connaught

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- ‡ The Rapid Renovation Grant resulted in additional cabinetry being built at Connaught for WCAS.
- ‡ As a result, we have spaces for 54 children at Connaught.



# FW Howay

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‡ The gym has been licensed, as well as the multipurpose room. Howay now has 54 spaces.

‡ There is currently no waitlist at FW Howay.



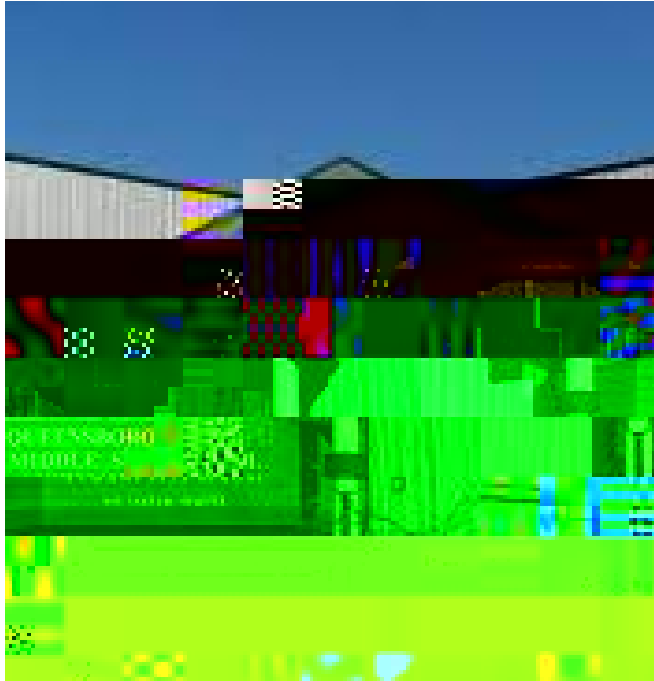
# Skwo:wech

‡Moving to the new building will provide us with 14 additional spaces for school age students

‡NLC at Skwo:wech will provide 36 spaces for 0-5 year olds

‡RFP will be posted Spring 2022

# Queensborough



Between November 2020 and August 2021, there was a 95.2% increase in group school age care spaces in Queensborough.

City of New Westminster data

# Queensborough

‡As a part of the expansion  
at QE, we have been



# Seamless Day Childcare

.



# On the Horizon....

- ‡ Continue to work collaboratively with WCAS; support challenges with Covid, staffing and licensing
- ‡ Seek opportunities to expand Seamless Day Childcare to other locations
- ‡ Continue to work with with community programs and partners, as this can be an option for some families for childcare; expand where possible
- ‡ We are continually looking for opportunities, such as continuing our work with MCFD, for funding partnership opportunities

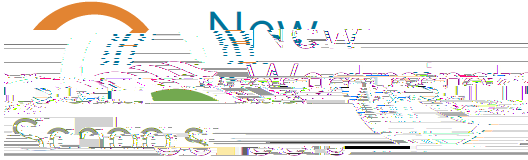






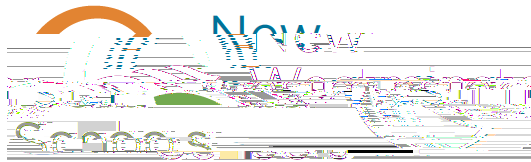
Supplement to: OPERATIONS POLICY AND PLANNING MEETING

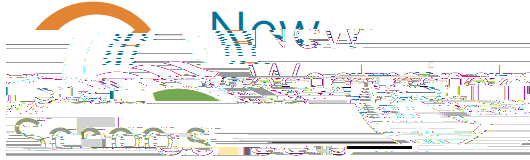




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requirements, approved staffing decisions and approved educational or operational objectives.

- 3.2 The Secretary Treasurer will review the annual budget each year following the finalization of the September 30 enrollment along with the forecast of revenues and expenditures for the school year and will amend if necessary. The Secretary-Treasurer



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ADMIN PROCEDURES MANUAL  
Administrative Procedure 500

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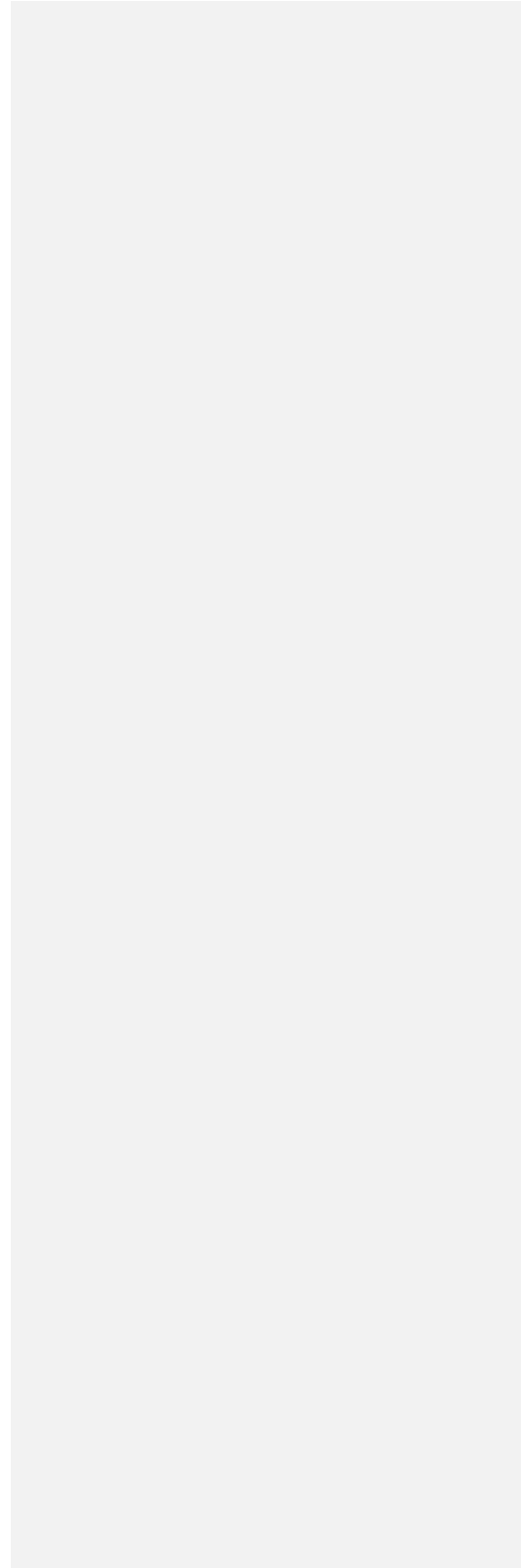
## BUDGET DEVELOPMENT, MONITORING AND REPORTING

### Background

The District recognizes its responsibility to the citizens of this

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- 2.2 It is the role of each District Leadership Team and Expanded Management Team Member to act as a budget manager for the funds assigned under their school, department or program.
- 2.3 Budget managers are expected to run their school, department or program within the budget allocated.
- 2.4 It is the responsibility of budgets managers to track their budget and identify significant variances to their budgets as soon as they appear and take corrective action to remedy the variances. If the cost pressure cannot be managed within the overall budget, budget managers should immediately contact the Secretary-Treasurer.

### 3. Budget Changes

- 3.1 The Secretary-7 UHDXUHU LV DXWKRULJHG WR DSSURYH EXGJHW WUDQVIHUV ZLWKLQ W approved budget to ensure the District meets its contractual obligations, statutory requirements, approved staffing decisions and approved educational or operational objectives.
- 3.2 The Secretary Treasurer will review the annual budget each year following the finalization of the September 30 enrollment along with the forecast of revenues and expenditures for the school year and will amend if necessary. The Superintendent Secretary-Treasurer ZLOO UHFRPPHQG IRU WKH %RDUGIV DSSURYDO WKH DPHQGHG DQQX budget. This will occur no later than the date prescribed by the Ministry (February 28 each year).
- 3.3 Once the amended budget has been approved, no financial system budget updates can be made. Any operational or staffing adjustments required after the establishment of the amended budget will need to be approved by the Secretary-Treasurer.
- 3.4 Under the approval of the Secretary-Treasurer, expenditure estimates may be exceeded where directly related revenue sources (Ex: International Education, Continuing Education etc).

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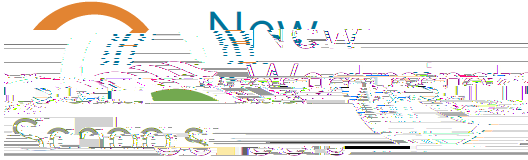


4.2 The approved preliminary budget shall come in to effect on July 1.

4.3 On at least a quarterly basis, financial reports shall be presented to the Operations Policy and Planning Committee of

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POLICY MANUAL  
POLICY 19

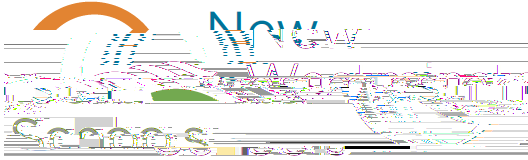
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## FINANCIAL RESERVES

The long-term financial health of the District is critical to ensure that a strong educational system is maintained for the students in the District. The Board will establish appropriate financial reserves to provide for ongoing operational needs and long term planning.

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board shall build and maintain a contingency reserves through the maintenance of the following:

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POLICY MANUAL  
POLICY 19

RESTRICTED AND NON-RESTRICTED SURPLUS FUNDS FINANCIAL RESERVES

The long-term financial health of the District is critical to ensure that a strong educational system is maintained for the students in the District. The Board will establish appropriate financial reserves to provide for ongoing operational needs and long term planning.

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board shall build and maintain financial contingency reserves through the maintenance of an unrestricted-accumulated surplus at least of 2 to 3 percent of operating expenses.

A level of financial reserves is an indicator of financial health and can contribute resources to provide for multi-year planning for future educational services or reduce financial risk. In order to provide increased financial stability, effective planning and support funding predictability, the Board has established this financial reserve policy with funds sourced from revenues that are in excess of expenditures.

Further, the Board shall designate within its accumulated surplus funds those, which are restricted and those, which are non-restricted. Restricted funds are those the Board has designated for a specific purpose by Board motion. Non-restricted surplus funds are those, which have not been designated or appropriated for a specific purpose. These non-restricted funds can, therefore be used to mitigate any negative impact unforeseen circumstances might otherwise cause, at the direction of the Board.

Procedure

1. The Board shall maintain a contingency reserve of at least 2% of operating expenditures. Amounts in excess of 2% may be considered for allocation through the budget process. In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the contingency reserve.

1. All restrictions on financial reserves require a board motion. Restrictions included within the preliminary operating budget, amended operating budget and financial statements approved by the board shall constitute an approval of the restriction.

2. Internal restrictions on financial reserves will be for the following purposes:

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- 
- a. Operations spanning future school years, including unfunded capital expenditures such as technology, educational supports and deferred maintenance of facilities;
  - b. Anticipated unusual expenses identified by the Board
  - c. Nature of constraints on the funds
3. The Board shall maintain a contingency reserve of at least 2% of operating expenditures and is intended to cover off the following expenses which include but are not limited to:
    - a.

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~~In recognizing that the use of the contingency reserve represents a one-time source of funding,~~

~~4. Non-Restricted Surplus Funds~~

- ~~4.1 The Board may by majority vote allocate any portion of the non-restricted surplus funds to current or future operational needs, however the Board will normally consider such allocations as part of the budget development and approval process. Such funds sha~~

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- ~~2.5.1 The incurring of new cost pressures in a fiscal year that were not known at the time of budget development that are in excess of \$150,000;~~
- ~~2.5.2 The payment of severance (wages and benefits) in excess of \$75,000 upon termination of a non-union employee without cause;~~
- 2.5.3 The settlement

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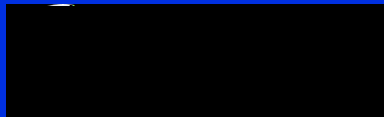




# COVID-19 Update Operations Committee

Karim Hachlaf

January 18, 2022



## New Westminster Schools: COVID -19 Notifications (December 2 – 29, 2021)

Self-Monitor Notifications	Date Sent to Community
Connaught Heights (1)	Dec 29
Herbert Spencer (3)	Dec 28; Dec 23 (A) & (B)
Lord Kelvin (4)	Dec 28 (A) & (B); Dec 11; Dec 8
Lord Tweedsmuir (4)	Dec 23; Dec 6 (A) & (B); Dec 3
Qayqayt (8)	Dec 28 (A) (B) & (C); Dec 17; Dec 20 (A) & (B); Dec 3; Dec 2
Fraser River Middle (25)	Dec 21 (A) (B) (C) (D) (E) (F) (G) & (H); Dec 17 (A) (B) & (C); Dec 16 (A) & (B); Dec 15 (A) & (B); Dec 13 (A) (B) (C) (D) (E) (F) (G) & (H); Dec 6 (A) & (B)
Glenbrook Middle (25)	Dec 22 (A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) & (N); Dec 20 (A) (B) (C) (D) & (E); Dec 19; Dec 17; Dec 10 (A) (B) (C) & (D)
NWSS (18)	Dec 23 (A) (B) (C) (D) (E) & (F); Dec 18; Dec 13 (A) (B) (C) & (D); Dec 10 (A) (B) (C) & (D); Dec 3 (A) (B) & (C)
Total:	



# COVID-19 Protocols: K -12 Settings

What is different  $\pm$   
Omicron variant

Functional closure

Student absenteeism

Rapid antigen testing



# What is different?

Omicron variant is causing less serious illness

Higher levels of community transmission

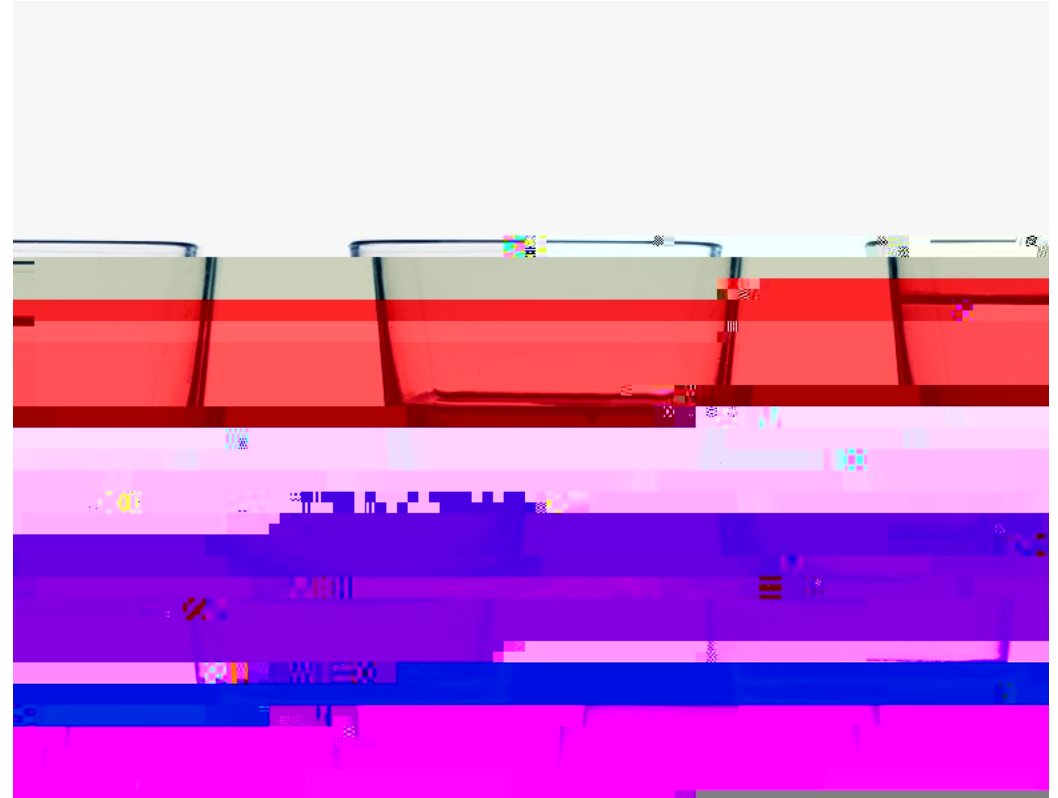
Shorter virus incubation period

Public Health is transitioning to established practices for a viral illness which includes individual self-management



# Functional Closure ± Staff Capacity

SEPARATE FROM A CLOSURE  
ISSUED BY PUBLIC HEALTH, A  
FUNCTIONAL CLOSURE IS DUE  
TO OPERATIONAL (STAFFING)  
LIMITATIONS





# Functional Closure Process\*



## Day 0: Review & Planning

- ‡Review staff attendance and replacement capacity to identify the need for a closure
- ‡Staff and Parent Communications announcing closure
- ‡Review capacity and plans to support students with disabilities and diverse abilities
- ‡Review capacity and plans to support students of essential service workers







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School District No. 40 (New Westminister)

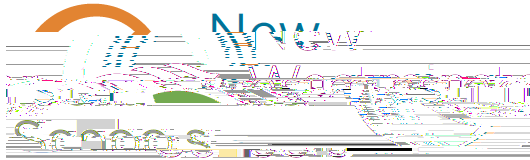
Supplement to: OPERATIONS POLICY AND PLANNING COMMITTEE MEETING

Date: January 18, 2022

Submitted by: Mark Gifford, Trustee

Item:            Requiring Action      Yes            No            For Information





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## 2. Inaugural Meeting and Subsequent Annual Meeting

### 2.1 Inaugural Meeting

2.1.1 An inaugural meeting of the Board of Education shall be convened by the Secretary-Treasurer or designate on the first Tuesday of November the month following Trustee elections, or as soon thereafter as it is convenient. The order of business shall include:

2.1.1.1 Statement of the Returning Officer;

2.1.1.2 To make a prescribed oath of office, by oath or solemn affirmation;

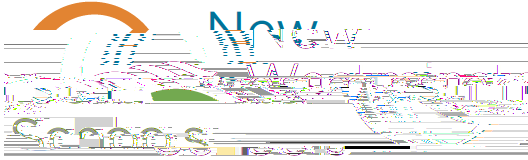
2.1.1.2.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

2.1.1.3 Election of Chair and Vice Chair;

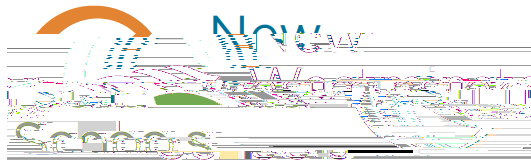
2.1.1.4 Election of BCSTA Provincial Council delegate and alternate delegate;

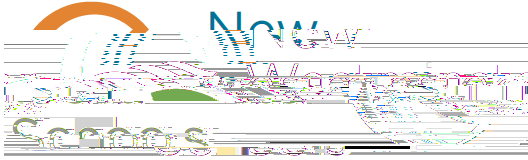
2.1.1.5 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board



- 3.2 Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:00 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time. Schedules for Board meetings are available on the District website.
  - 3.3 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
  - 3.4 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.
4. Special Ma 1 0 05gtioess of 90.n 645ed to ed034





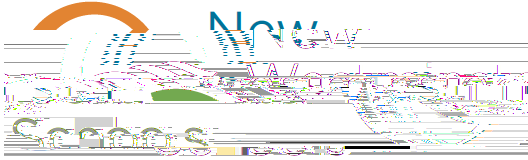
If a Trustee cannot attend a meeting the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.

## 7. Trustee In-Service Sessions

### 7.1 Trustee in-

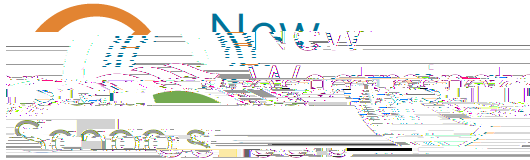




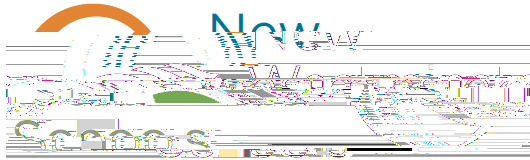


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- 10.3 A Trustee shall not speak other than on the motion under debate. A Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks, which may have been misunderstood, or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate. Trustees shall not speak to any motion for a period of longer than ten minutes without the leave of the Board.
- 10.4 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.
- 10.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 10.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 10.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 10.8 The Chair shall have the same voting rights as any other member
- 10.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
- 10.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 10.11 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be



11.3 Delegations shall have 10 minutes to present to the Board.

11.4 7KH &KDLU PD\ UHIHU WR 5REHUW¶V 5XOHV RI 2UGHU WR H table have an opportunity to be heard.

#### Comment and Question Periods

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting.

11.5 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

11.6 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be five minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.

11.7 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, but the time limit for putting such questions by any individual shall be two minutes, excluding responses from the Board, unless the Board by resolution consents to an extension of that time.

11.8 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.

11.9 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting, where members of the public may ask a question on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

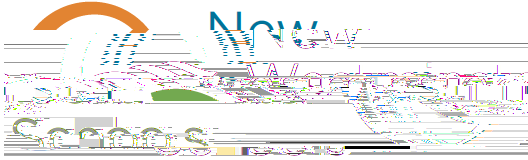
#### Correspondence

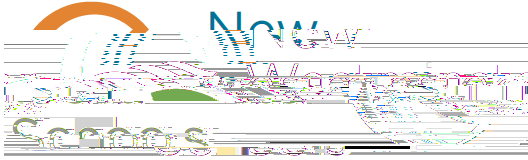
Correspondence may be sent to the Board as a whole or to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

11.10 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular board meeting together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".









Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act  
Financial Disclosure Act  
Income Tax Act

SD No. 40 (New Westminister)

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Adopted: May 30, 2017

Revised: April 30, 2019  
October 29, 2019  
January 28, 2020  
January 18, 2021

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POLICY MANUAL  
**POLICY 7**

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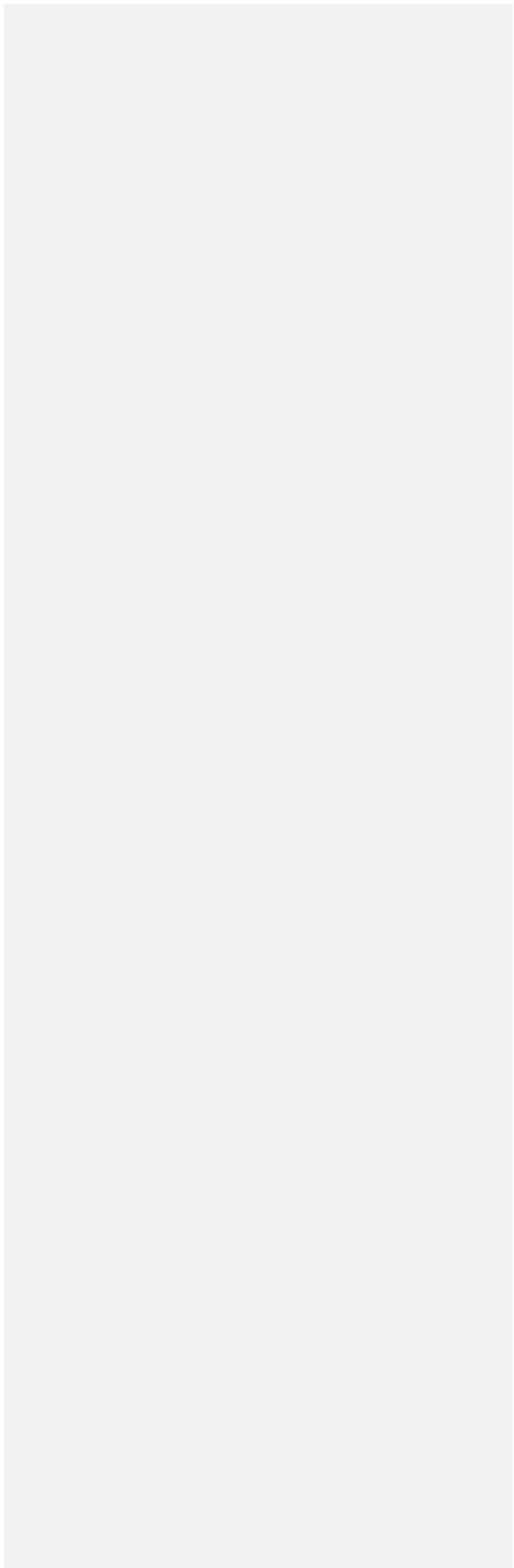
## BOARD OPERATIONS

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upon the development and implementation of a sound organization design. In order to discharge  
its responsibilities to the electorate of the District, the Board shall hold meetings as often as  
necessary. A quorum, which is a simple majority of the number of trustees, must be present for  
every duly constituted meeting. If a quorum is not present within fifteen minutes of the time  
appointed for the meeting, then the meeting shall stand adjourned.

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3.2 Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:00 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated



- 
- 5.1.10 Matters pertaining to the safety, security of protection of Board property;
  - 5.1.11 Such other matters where the Board, by motion, decides that the public interest so requires.
  - 5.2 Regular In-Camera meetings of the Board shall be held prior to regular Open meeting of the Board on the fourth Tuesday (if necessary) of each month and prior to Committee Meetings, if required, from 6:00 - 7:00 p.m. or such other time as noted in the agenda.
  - 5.3 In-Camera meetings may be called at other times by following the notice of procedures set out in this Policy.
  - 5.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in closed session.
  - 5.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
  - 5.6 The Board Chair and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
    - 5.6.1 Adoption of the Agenda
    - 5.6.2 Minutes for Approval
    - 5.6.3 Reports from Senior Management
    - 5.6.4 Other Business
    - 5.6.5 Items to be Reported out at Open Meeting
    - 5.6.6 Notice of Meetings
    - 5.6.7 Adjournment
  - 6. The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reach1 96.024 322.97 Tm [( )]314 BT 1 0 0 1 284.42 322.97 Tm[(r)5(e8 332.5[( 32/0( )5

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If a Trustee cannot attend a meeting the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.

## 7. Trustee In-Service Sessions

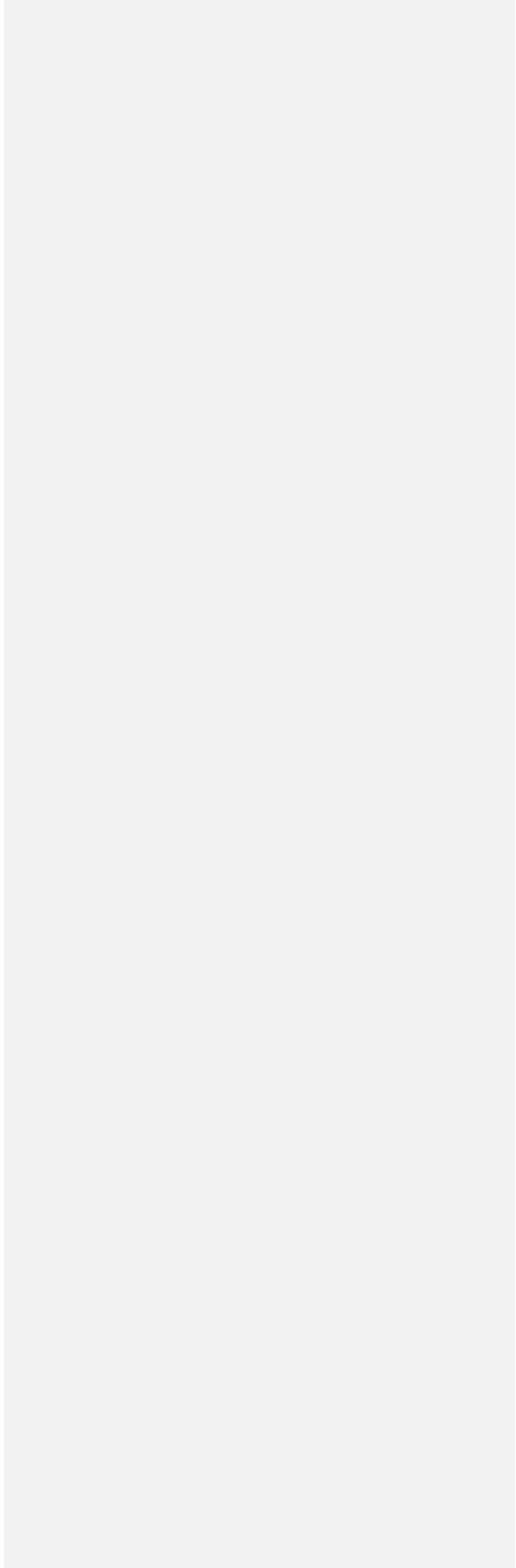
- 7.1 Trustee in-service sessions will be held as needed. The Superintendent will set the dates and agenda in consultation with the Board. The purpose of these sessions is to provide an opportunity to receive information in an informal setting, not for decision-making.
- 7.2 The Board shall prepare a record containing a general statement as to the nature of each in-service session of the matters discussed.

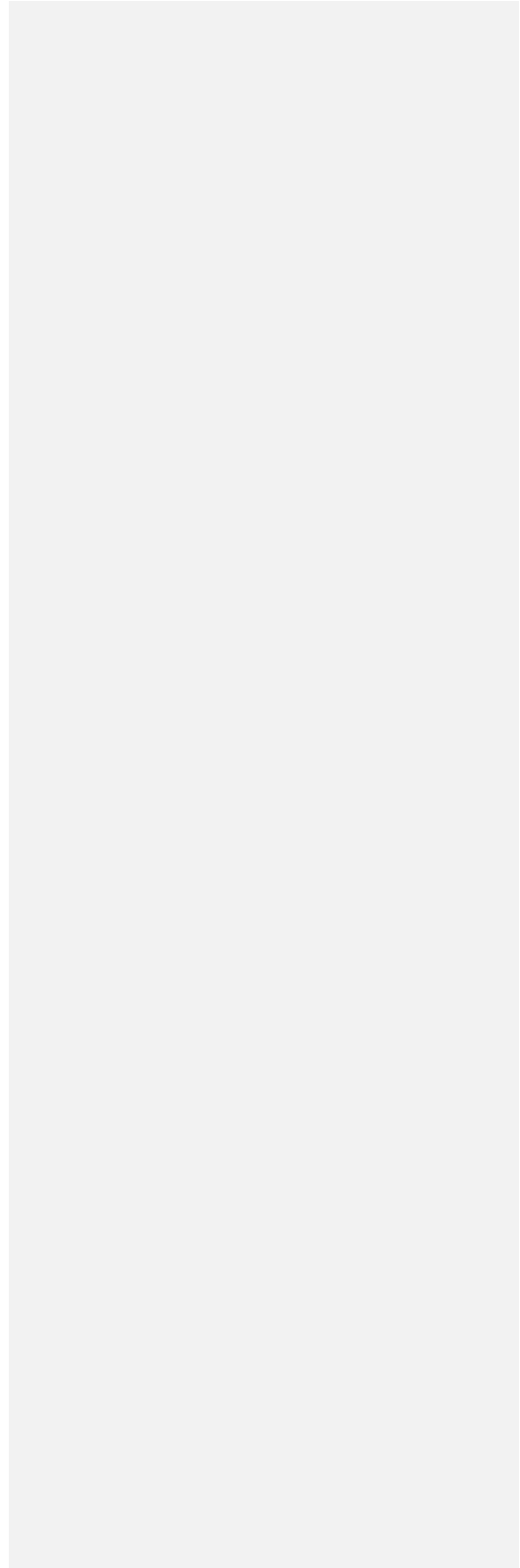
## 8. Notice and Agendas

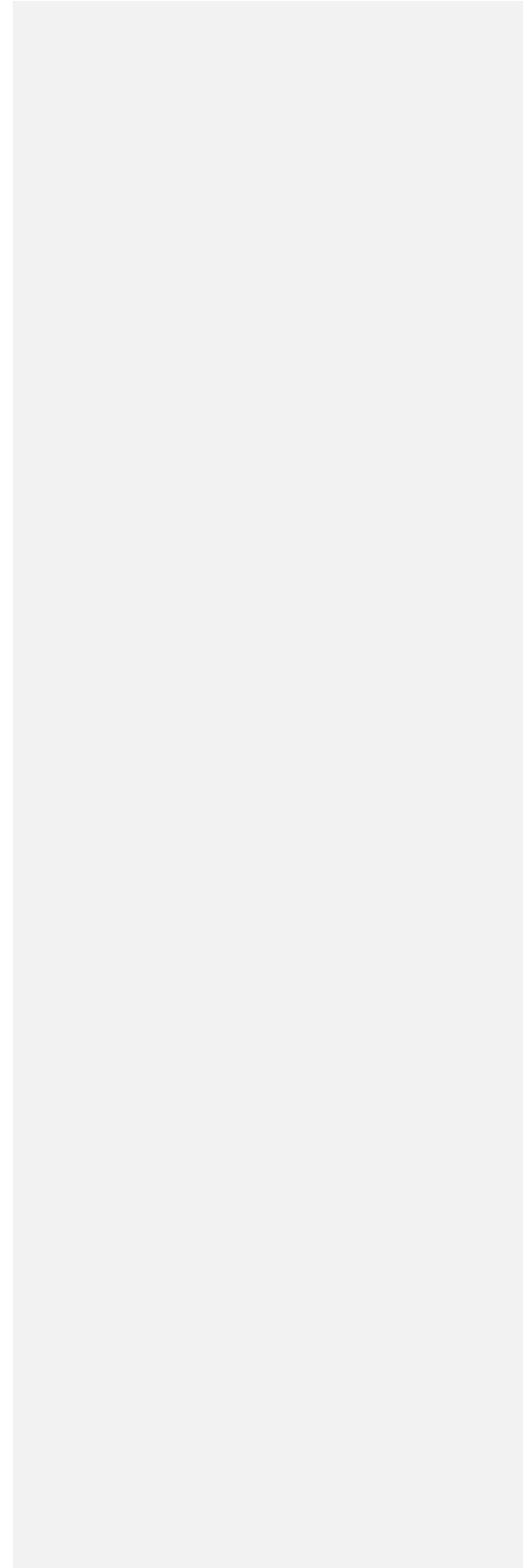
- 8.1 Forty-HLJKW KRXUV¶ QRWLFH LQ ZULWLQJ VKDOO EH HPDLOHG WR DOO 7UXVWHHV IRU Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.
- 8.2 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 8.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
  - 8.3.1 Adoption of Agenda
  - 8.3.2 Approval of Minutes
  - 8.3.3 District Presentations
  - 8.3.4 Student Presentations
  - 8.3.5 Delegations
  - 8.3.6 Community Presentations (10 minutes per presentation)  
Must be scheduled in advance through the Office of the Secretary Treasurer.
  - 8.3.7 Comment and Question Period from Visitors
  - 8.3.8 Board Committee Reports
    - 8.3.8.1 Education Policy and Planning Committee
    - 8.3.8.2 Operations Policy and Planning Committee
  - 8.3.9 Reports Senior Management
  - 8.3.10 Trustee Reports
  - 8.3.11 Question Period (15 minutes)
  - 8.3.12 Notice of Meetings
  - 8.3.13 Reporting Out from In-Camera Meeting
  - 8.3.14 Adjournment
- 8.4 Agenda items for Board meetings may originate from:
  - 8.4.1 Board Annual Work Plan
  - 8.4.2 Business arising from previous meetings

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12.2.7 For travel by private automobile, Trustees may claim the District rate in effect at the time. The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.

12.2.8 Cost of airfare is limited to the cost of economy airfare.

12.2.9 Travel costs outside of British Columbia must receive prior approval of the Board.

12.2.10 Trustees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.

12.2.11 Lodging

Trustees may claim the government or conference rate of the hotel/motel, less any personal items charged. Receipts are to be provided. If staying with a friend or relative, \$20.00/night may be claimed without a receipt.

12.2.12 Meals

Trustees may claim actual reasonable costs. Receipts are to be provided. District practice requires that an actual receipt is provided detailing the purpose of the meeting and who was in attendance. There shall be no reimbursement for alcoholic beverages.

12.3 Payment of Expenses

12.3.1 Expenses must be submitted on a timely basis to the Secretary Treasurer at least once a month.

12.3.2 For inaugural functions and one spousal meal per conference, spousal expenses may be claimed.

12.3.3 Trustees may seek an advance, the amount of which is determined by Board resolution for out-of-town business engagements of two or more days.

12.3.4 The Secretary-Treasurer and Chair of the Board shall review Trustee expenses. Concerns about Trustee expenses shall be referred to the Board by the Chair. Quarterly print-outs will be provided to all Board members regarding Trustee expenses.

12.3.5



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