

ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL

POLICY TYPE: Executive Limitations **POLICY NO.:** EL-11

POLICY TITLE: Property Management **PAGE:** 1 of 2

LEGISLATIVE AUTHORITY: Education Act [Section 45(2)]

The Education Act specifies that District Education Council shall at all times have management, care and control of all school property. The Superintendent shall not, to the best of his/her ability, allow assets to be unprotected, inadequately maintained, inappropriately used or exposed to unnecessary risk.

Accordingly, the Superintendent shall not:

1. Ignore the need for fiduciary responsibility for all people who have access to the District's assets.
2. Unnecessarily expose the school district, its staff or the District Education Council to claims of liability, costs or damages.
3. Fail to reasonably protect intellectual property, information, corporate data and files, equipment and fixed assets from loss, significant damage or unauthorized access.
4. Receive, process or disburse funds under internal controls that are insufficient to meet the Canadian generally-accepted auditing standards.
5. Endanger the organization's public image or credibility, thereby hindering the accomplishment of its mission.
6. Refuse to examine options that would result in significant savings in costs or enhanced productivity.
7. Allow the expenditure of district funds for travel that is not specifically related to or consistent with the achievement of the district's Ends and as authorized and approved by District or Provincial policies.
8. Fail to properly preserve and dispose of all records related to affairs or business of the district.

Specifically with reference to facilities, the Superintendent shall not:

Adopted: October 2012

Revised:

Review Method: Executive Report

Review Frequency: Annual – May 9, 2018

1. Fail to improve standards of existing school buildings in terms of condition and suitability in order to meet the needs of learning and teaching, in accordance with available funding allocations and standards established by the provincial government.
2. Fail to ensure that recommended capital projects consider the effective and efficient use of capital funding to meet long term goals.
3. Fail to ensure that inspections that are within our control are conducted in a timely fashion, according to established standards. Such inspections currently include water, roof, control systems, elevators, sprinklers, and playgrounds.
4. Fail to ensure compliance with provincial Policy 406 *Outdoor School Play Areas*.
5. Fail to ensure that deficiencies reported as a result of inspections by the Fire Marshal's Office are remedied within thirty (30) days.
6. Fail to ensure that a Preventative Maintenance Program is followed.
7. Fail to take reasonable measures to secure property against theft and damage.
8. Fail to take reasonable measures to ensure that the school district is not exposed unnecessarily to claims of liability, or costs for damages.
9. Fail to ensure that the effectiveness of programs for the maintenance of school facilities forms part of the Annual Report.
10. Fail to develop and consistently administer facilities-use guidelines
 - (a) permitted uses;
 - (b) the applicable fee structure;
 - (c) clear user expectations, including behavior, cleanup, security, insurance and damage repair;
 - (d) consequences and enforcement procedures for public users who fail to follow the established rules.

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