

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE
Report to Board Meeting of June 17, 2026

Committee Members:	Trustee VanWell Trustee Elder Trustee McMurphy
Staff Support:	Dave Eberwein, Superintendent of Schools Jason Reid, Secretary Treasurer
Partner Representatives:	STA – regrets CUPE – regrets Suzanne Chisholm, SAA COPACS – regrets
Other Attendees:	Chair Dunford, Trustee Vandall, Trustee Silzer, Trustee Hickman

Committee Meeting

Tuesday, June 9, 2026

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

1. Policy 19 – Accumulated Operating Surplus

C. ITEMS FOR RECOMMENDATION

1. Policy 11 – Indemnification Bylaw

Motion:

As the required Notice of Motion was provided on April 22, 2026, I, Trustee VanWell move that revisions to Policy 11 – Indemnification Bylaw be approved.

2. Policy 12A - Trustee Elections Bylaw

Motion:

The Committee recommends and I, Trustee VanWell move,
That the Board appoint Secretary Treasurer Jason Reid as the Chief Election Officer and Director of Finance Megan Cimaglia as the Deputy Chief Election Officer.

The Committee recommended that the Board adopt the Elections Bylaw through three readings at the June 17, 2026 Board Meeting:

Motion:

The Committee recommends and I, Trustee VanWell move,
That the Board approve the first reading of the School District 63 (Saanich) Elections Bylaw No. 1004.

Motion:

The Committee recommends and I, Trustee VanWell move,
That the Board approve the second reading of the School District 63 (Saanich) Elections Bylaw No. 1004.

Motion:

The Committee recommends and I, Trustee VanWell move,
That the Board approve the reading of the School District 63 (Saanich) Elections Bylaw No. 1004 at this Board meeting for a third time.

Motion:

The Committee recommends and I, Trustee VanWell move,
That the Board approve the third reading, pass and adopt the School District 63 (Saanich) Elections Bylaw No. 1004.

3. Policy 18 – Recruitment and Selection of Personnel

Motion:

As the required Notice of Motion was provided on April 22, 2026, I, Trustee VanWell move that revisions to Policy 18 – Recruitment and Selection of Personnel be approved.

D. ITEMS FOR INFORMATION

No Items.

E. FUTURE AGENDA ITEMS

POLICY 19 – ACCUMULATED OPERATING SURPLUS

Accumulated operating surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures. Conversely, when operating expenditures from all previous years exceed operating revenues from all previous years an accumulated operating deficit results. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures. School Districts in British Columbia are not permitted to budget for or incur expenditures that result in an accumulated operating deficit.

Accumulated operating surplus allows a school district to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Transfers of operating surplus to local capital are approved by Board motion and are made only for specific initiatives that either have a clear linkage to boards' strategic goals, address required future capital asset investment, or that meet other specified needs of the school district.

Accumulated operating surplus may be appropriated (internally restricted) by Board motion for the following purposes:

- Contingency Reserve;
- Multi-year Funding of Projects and Programs; and
- Strategic or Operational Priorities.

Contingency Reserve

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

1. In conjunction with the Board's review and approval of the annual financial statements, the Board will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.
2. The Contingency Reserve will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.
3. The Contingency Reserve is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board's approval, in response to unforeseen circumstances
4. When use of the Contingency Reserve reduces the balance below what is determined to be sufficient, the Board will adopt strategies for replenishing the Contingency Reserve within an appropriate time frame.

5. Prior to adoption of each annual budget and amended annual budget, the Secretary Treasurer will present for the Board's review and approval, allocation of budget for the purpose of Contingency Reserve, and when applicable, strategies for replenishing the Contingency Reserve.

Multi-year Funding of Projects and Programs

1. Effective multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation (internal restriction) of accumulated operating surplus.
2. Multi-year funding of projects and programs includes budget allocated to fund expenditures that will occur subsequent to the fiscal year, and funding targeted for a specific purpose and not yet spent.
3. Accumulated operating surplus available to support multi-year funding of projects and programs is equal to the accumulated operating surplus balance of the preceding fiscal year minus allocation of accumulated operating surplus to Contingency Reserve.

Strategic or Operational Priorities

1. Accumulated operating surplus available to fund Strategic and Operational Priorities is equal to the accumulated operating surplus of the preceding fiscal year minus the allocation of accumulated operating surplus to Contingency Reserve and minus allocation of accumulated surplus for multi-year funding of projects and programs.
2. Allocation of accumulated surplus to fund Strategic and Operational Priorities should reflect that accumulated surplus is a one-time funding source and once used will not be available in future years.

Reference:

Approved: November 2020

Revised: February 2022

BYLAW 11: INDEMNIFICATION

Pursuant to Section 95 of the School Act, it is in the interest of a responsive and efficient public service that trustees, officers and employees be protected against a claim of damages arising out of the performance of their duties. None of these individuals should be placed in a position of personal liability for the performance of responsibilities vested in them by the School Act or assigned to them by the Board. The provisions below do not apply to employees who have an indemnification agreement in their Collective Agreement or Contract of Employment.

ByLaw:

1. The Board will indemnify a trustee, an officer or an employee of the Board, or a member of an Indigenous Education Council:
 - 1.1 Against a claim for damages against the trustee, officer, employee, or member of an Indigenous Education Council arising out of performance of their duties, or,
 - 1.2 Where an inquiry under the Public Inquiry Act or other proceeding involves the administration and conduct of the business of the School District and, in addition, the Board may pay legal costs incurred in proceedings arising out of the claim, inquiry or other proceeding.
2. The Board may, by affirmative vote of a majority of not less than 2/3 of all its members, pay:
 - 2.1 Any sum required to indemnify a trustee, an officer, an employee of the Board, or member of an Indigenous Education Council where a prosecution arises out of the performance of their duties with the Board, and,
 - 2.2 Costs necessarily incurred, but the Board shall not pay a fine imposed on a trustee, an officer, an employee or a member of an Indigenous Education Council, as a result of their conviction.
3. The Board's obligation to indemnify a trustee, an officer, an employee, or member of an Indigenous Education Council, in respect of matters occurring during their term of office, employment or membership on an Indigenous Education Council shall continue, notwithstanding that the term of office, employment or membership, as the case may be, has ended.
4. The Board shall not seek indemnity against a trustee, an officer, an employee of the Board, or member of an Indigenous Education Council in respect of any action by the trustee, officer or employee or member of an Indigenous Education Council that results in a claim for damages against the Board except:
 - 4.1 Where the claim for damages arises out of the gross negligence of the trustee, officer, employee, or member of an Indigenous Education Council, or
 - 4.2 Where, in relation to the action that gave rise to a claim for damages against an officer or employee, the officer or employee willfully acted contrary to:
 - 4.2.1 The terms of their employment, or
 - 4.2.2 An order of a superior
5. Where the Board decides to pay legal costs incurred in proceedings out of a claim, inquiry under the Public Inquiry Act or other proceedings, the Board has the right to conduct the defense of the matter and, in its discretion, to compromise and/or settle the claim.
6. The Board shall not indemnify a trustee, officer, employee, or member of an Indigenous Education Council against:

- 6.1 Liability and legal fees incurred as a result of an action or other proceeding taken by the Board against the trustee, officer, employee, or member of an Indigenous Education Council, or as a result of an action or proceeding taken by the trustee, officer, employee or member or employee against the Board,
 - 6.2 Legal fees incurred in responding to a complaint under the Trustee Code of Conduct,
 - 6.3 Legal fees incurred in responding to a complaint under Administrative Procedure 403 (Intimidation and Harassment) or a complaint under the bullying and harassment provisions of a collective agreement,
 - 6.4 Legal fees incurred in response to a complaint to the Teacher Regulation Branch or an investigation or hearing conducted by the Teacher Regulation Branch,
 - 6.5 Liability to pay a fine, penalty or order imposed as a result of the conviction for an offence,
 - 6.6 Legal fees incurred as a result of a prosecution where the trustee, officer, employee, or member of an Indigenous Education Council is convicted of an offence or obtains a conditional discharge,
 - 6.7 Legal fees incurred in an appeal of any conviction, sentence, judgment or order,
 - 6.8 Liability and legal fees incurred by a trustee where the Court determines that the trustee knowingly contravened the School Act,
 - 6.9 Liability incurred by a trustee, officer, employee, or member of an Indigenous Education Council, where the Court determined that the trustee, officer, employee, or member of an Indigenous Education Council knowingly permitted or authorized an expenditure not authorized by an enactment,
 - 6.10 Liability incurred by a trustee as a result of any restitution ordered pursuant to Section 62 of the School Act, and,
 - 6.11 Those matters for which the Board may seek indemnity from an employee pursuant to its authority under Section 95 of the School Act,
unless the Board at the request of a trustee, officer, employee or member of an Indigenous Education Council or at its own instance, by majority or other legally required majority established by the School Act expressly determines otherwise and any such indemnity is not otherwise precluded by law.
7. The Board may enter into individual indemnity agreements with its officers and employees not inconsistent with provisions of the School Act.

Reference: Section 62, 95 School Act

Approved: November 2020

Revised:

To: Policy Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Elections Bylaw

Date: May 28, 2026

Update June 11, 2026

Following the June 9, 2026 Policy Committee Meeting, the District of North Saanich requested that an addition be made to the bylaw clarifying that where the Board has independently appointed a Chief Electoral Officer and Deputy Chief Electoral officer, the Chief Electoral Officer or designate of the local government is authorized to administer nomination documents on behalf of the Board. To reflect this change, a new paragraph “e” has been included in section 8.

Purpose and Background

The Board is required by the School Act to adopt an Elections Bylaw determining the procedures for the conduct of the Trustee elections. In School District No. 63 (Saanich) and in most school districts, the election bylaws of the municipalities engaged to conduct the elections on behalf of the school district are adopted through the passage of a Board of Education ByLaw.

School Act s.37(1) makes it a municipal responsibility to conduct trustee elections for trustee electoral areas that are all or part of a single municipality (this applies to Trustee Electoral Areas #2 and #3). Where s.37(1) does not apply, a Board may enter into an agreement with a municipality to conduct the election (this applies to Trustee Electoral Areas #1 and #4). School Act s. 46(4) provides that municipal election bylaws do not apply to certain decisions about trustee elections, but that the Board may adopt bylaws for those matters.

If specified in the trustee elections bylaw, the election bylaws of the municipality will apply to trustee elections conducted by the municipality, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

The Board must adopt the Elections Bylaw before the end of July (at least four weeks before the first day of the nomination period for the election, which is September 1, 2026).

Elections Planning and Trustee Elections ByLaw

There are 4 Trustee Electoral Areas (TEA) in School District No. 63 (Saanich). The boundaries of the electoral areas can be viewed [here](#) (select Trustee Electoral Areas and then zoom and pan map to the Saanich School District).

The trustee elections in Trustee Electoral Area (“TEA”) #2 (Sidney) and TEA #3 (Central Saanich) are straightforward as the Trustee Electoral boundaries align with the municipal boundaries. The Trustee elections in these zones will be administered by each of the municipalities, and the necessary agreements are now in place.

TEA #4 (South) includes a portion of the District of Saanich (“Saanich”) and includes Willis Point (part of the Juan De Fuca regional district within the Capital Regional District) and Durrance Lake Road (part of the Highlands). Saanich has historically administered the election on behalf of the school district, including administering a polling station at Prospect Lake Elementary where residents from Willis Point and Durrance Lake Road could vote in the Trustee election. For the 2022 election, the Capital Regional District (CRD) added a polling station at Willis Point and had planned to conduct the polling for this portion of TEA #4 (note that there was no election in 2022 as only two candidates were nominated). A signed agreement is in place with Saanich to administer the election in this zone. We do not yet have an agreement in place with the CRD. If the CRD does not agree to conduct voting, residents of Willis point will be directed to the polling station at Prospect Lake Elementary (administered by Saanich). There is only one residence in the Highlands that is included in this electoral area. Occupants of this residence will be directed to vote at the Prospect Lake Elementary polling station.

Planning for the election in TEA #1 (North) is more complicated because voting needs to be administered separately for each of North Saanich, the surrounding Gulf Islands (included in CRD), and the Pauquachin and Tseycum First Nations¹. As First Nations do not vote in North Saanich, they default to voting in the CRD (for their municipal vote). We do not yet have an election agreement in place with North Saanich (note that in 2022 North Saanich advised that they were unable to administer voting for First Nations). In 2022, the CRD had agreed to provide polling stations for the both First Nations and the surrounding Gulf Islands voting in TEA #1 (note that there was no election in 2022 as only two candidates were nominated). My hope is we are able to put in place the same agreement with the CRD. The CRD may not be required to conduct the election on behalf of the school district, as the trustee electoral area is not all or part of a single municipality (per S.37(1) of the School Act). Note that it may be possible for the Minister to direct the CRD to conduct this election pursuant to S.37(2) of the School Act.

The Election ByLaw is attached and reflects the expected involvement of each municipal government in each of the four electoral zones. The ByLaw also includes the necessary provisions for the school district to conduct an election, if necessary. It is possible the district could have to administer an election in TEA #1 (if the CRD does not agree to administer polling on behalf of the school district), or in the future if a byelection is necessary.

Where a Board of Education conducts a trustee election, it must appoint a chief election officer and a deputy chief election officer for each trustee electoral area [Local Government Act, section 58 (1)]. As it is possible that the school district may need to conduct an election, I recommend that the Board appoint a Chief Election Officer and Deputy Election Officer.

¹ First Nations living on reserve vote in the Central Saanich municipal election, but do not vote in the North Saanich Municipal Election. Prior to 2018, the school district electoral boundaries were consistent with each municipality; however, in 2018 the school district electoral boundaries were modified to include First Nations in TEA #1 (North) creating an inconsistency with North Saanich.

Staff Recommendations:

That the Board appoint Secretary Treasurer Jason Reid as the Chief Election Officer and Director of Finance Megan Cimaglia as the Deputy Chief Election Officer.

That the Board adopt the Elections Bylaw for the 2026 election through three readings at the June 17, 2026 Board meeting.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

JR/klg

Attachment: Elections Bylaw

**BYLAW No. 1004 TRUSTEE ELECTIONS
BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (SAANICH)**

The Board of Education of School District No. 63 (Saanich) wishes to establish procedures for the conduct of trustee elections. Under the *School Act*, a board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 63 (Saanich), in an open meeting, enacts this Trustee Elections Bylaw No. 1004.

1. Scope of Bylaw

This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

2. Trustee Electoral Areas

In School District No. 63 (Saanich), trustee elections are held in the following trustee electoral areas:

TEA #	Trustee electoral area description:	# of trustees
1	District of North Saanich Tseycum First Nation Pauquachin First Nation Outer Gulf Islands	Two
2	Town of Sidney	One
3	District of Central Saanich Tsartlip First Nation Tsawout First Nation	Two
4	District of Saanich Juan De Fuca (Willis Point) District of Highlands (Durrance Lake Road)	Two

3. Definitions

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

“**Board**” means the Board of Education of School District No. 63 (Saanich).

“**By-election**” means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

“**Election**” means a trustee election.

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“**General Voting Day**” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

“**Minister**” means the Minister of Education and Child Care.

4. Number of Nominators

The minimum numbers of qualified nominators for a trustee candidate is two.

5. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetical.

6. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

7. Nomination Deposit

No nomination deposit is required for nomination for the office of school trustee.

8. Application of Local Government Bylaws

For the purpose of trustee elections conducted by local governments, the following applies:

- (a) In *Trustee Electoral Area #1*, if the District of North Saanich and/or the Capital Regional District conducts all or a part of the trustee election, the elections bylaws of District of North Saanich and/or the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (b) In *Trustee Electoral Area #2* the election bylaws of the Town of Sidney apply to trustee elections conducted by the Town of Sidney, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (c) In *Trustee Electoral Area #3* the election bylaws of the District of Central Saanich apply to trustee elections conducted by the District of Central Saanich, except for bylaws determining the minimum number of nominators, the order of names on the

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ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

(d) In *Trustee Electoral Area #4*, if the District of Saanich and/or the Capital Regional District conducts all or a part of the trustee election, the elections bylaws of District of Saanich and/or the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

(e) Where a trustee election is conducted in conjunction with general local elections, and the Board of Education has appointed a Chief Election Officer and Deputy Chief Election Officer independent of a local government, the Chief Election Officer or designate of the local government may receive and administer nomination documents pursuant to section 89 of the *Local Government Act*.

9. Elections Conducted by the School Board

For the purpose of trustee elections conducted by the Board, the following applies:

(a) Required Advanced Voting Opportunities

Unless the Board is exempted from the requirement by Order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day.

Unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, or unless s. 6(c) applies, an additional advance voting opportunity will be held four days before general voting day.

(b) Additional Advance Voting Opportunities

The chief election officer is authorized to establish additional advance voting opportunities and additional general voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities.

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(c) Public Notice Posting Places

The following are designated as public notice posting places for the purposes of section 50 of the *Local Government Act*:

- (i) the notice board located at the main entrance to the Board Office located at 2125 Keating Cross Road, Saanichton, BC; and
- (ii) the local government office located within the applicable trustee electoral area.

(d) Voters List

In accordance with section 76 of the *Local Government Act* the register of resident electors will be the most current available provincial list of voters prepared under the *Election Act* of British Columbia, existing, in the case of a general local election, any other election, or voting, no later than 52 days prior to the date of holding the general local election, other election, or other voting.

10. Title

This bylaw may be cited as ‘School District No. 63 (Saanich) Trustee Elections Bylaw No. 1004.’

11. Repeal of Bylaw from Previous Election

School District No. 63 (Saanich) Trustees Elections ByLaw No. 1003 is hereby repealed.

Date of first reading: June 17, 2026

Date of second reading: June 17, 2026

Date of third reading and adoption: June 17, 2026

(Corporate seal)

Chair of the Board

Secretary-Treasurer

POLICY 18 – RECRUITMENT & SELECTION OF PERSONNEL

The Board reserves the sole authority to recruit and select an individual for the position of Superintendent. Further the Board has designated the Superintendent of Schools as Chief Executive Officer for the District. The Superintendent of Schools/CEO has sole authority for recruiting and selecting all other staff within existing legislation, budget allocations and collective agreements and within the following parameters, except for the Senior Executive Staff (Secretary Treasurer, Assistant Superintendent, ~~and~~ Director of Instruction), **and Principals and Vice-Principals which must be approved by the Board.**

Specifically

1. Selection and Appointment of Senior Executive Staff (Secretary Treasurer, Assistant Superintendent, ~~and~~ Director of Instruction)

1.1 The Superintendent shall make a recommendation to the Board regarding the creation or filling of any senior executive position. The recommendation shall be accompanied by a formal role description. Where the Board approves the filling of such a position, the Superintendent shall develop: (1) an ideal candidate profile, (2) an advertisement for the position and (3) a recommended recruitment plan. The recruitment plan shall include provision for Board and partner group involvement, as appropriate, in the interview and selection processes. The Board shall retain authority for **the** procedures and **selection** of senior executive staff. Upon approval of the plan, the Superintendent shall facilitate the execution of the recruitment process.

1.2 Subsequent to hiring, the Superintendent shall ensure current job descriptions are in place for each member of the senior administrative team and that appropriate performance evaluations are completed in a timely manner.

2. Selection and Appointment of Principals

The Board believes that the first consideration in the assignment of principals must be for the administrative needs of the district and its schools in support of student achievement. The Board also believes that consideration must be given to the benefits that a change in assignment will provide individual principals in the district and of the expertise and leadership that such principals will bring with them. ~~In the assignment of a principal to a school, therefore, the Board will consider principals who are currently in the district. Once assignments of current principals have been finalized,~~ Any remaining vacant principalships shall be advertised. If the particular school location is known, the Superintendent will solicit appropriate input from school staff and school PAC / parent representatives during the selection process. **The Superintendent is responsible for the specific school or district assignment and shall inform the Board in a timely manner.**

2.1 Principals report to and are directly accountable to the Superintendent:

- 2.1.1 The principal shall function as part of a District administrative team and play a leadership role in District initiatives as assigned by the Superintendent. Principals shall be appointed to the district and shall be assigned or reassigned to specific school assignments by Board motion.
- 2.1.2 The Superintendent shall annually review principal assignments and make recommendations for reassignments where deemed warranted.
- 2.1.3 Where the Board approves the filling of a principal position by competition, the shortlisting/interview panel will determine the shortlist and conduct the interviews. The panel will consist of the Superintendent, two senior staff selected by the Superintendent, three Trustees and invited representatives from the SAA, COPACS, STA, CUPE and W̄SÁNEĆ School Board. At the end of the interviews the representatives of COPACS, STA, CUPE 441 and W̄SÁNEĆ School Board will be asked to provide oral feedback and depart. The representative of the SAA will then do the same.
- 2.1.4 The selection committee made up of the Superintendent, two senior staff selected by the Superintendent, and three Trustees will review all available information and make a consensus recommendation which will then be sent to the Board for a decision. Should consensus not be achieved the recommendation will be determined by majority vote of the committee. A special meeting of the Board may be called, if necessary to consider the recommendation.
- 2.1.5 Criteria for Principals as contained in Appendix A shall be considered as a guide by the shortlisting/interview panel.
- 2.1.6 Due to time constraints or emergent factors, the Superintendent may from time to time appoint an acting principalship of a specified duration, but in all cases no more than one year in length. The Superintendent will select the person to fill this temporary position and inform the Board as soon as practicable.

3. Selection and Appointment of Vice-Principals

The Board believes that the first consideration in the assignment of vice-principals must be for the administrative needs of the district and its schools in support of student achievement. The Board also believes that consideration must be given to the benefits that a change in assignment will provide individual vice-principals as well as the expertise and leadership that such vice-principals will bring with them to new assignments. In the assignment of a vice-principal to a school, the Board will consider vice-principals who are currently in the district. ~~After any reassignment of current vice-principals, further vacancies will be posted.~~ **Any vacant vice-principalships shall be advertised. The Superintendent is responsible for the specific school or district assignment and shall inform the Board in a timely manner.**

3.1 Vice-principals report to and are directly accountable to the principal.

- 3.2 The vice-principal shall function as part of a District administrative team and play a leadership role in District initiatives. Vice-principals shall be appointed to the district and shall be assigned or reassigned to specific school assignments by Board motion.
- 3.3 Vice-principals can be viewed as potential principals and are to avail themselves of opportunities for training and experience so as to become a strong candidate for future principal appointments.
- 3.4 The Superintendent shall annually review vice-principal assignments and make recommendations to the Board for reassignments where deemed warranted. Such review shall include discussions with or input from vice-principals regarding career plans and desires.
- 3.5 Where the Board approves the filling of a vice-principal position by competition, the shortlisting/interview panel will determine the shortlist and conduct the interviews. The panel will consist of the Superintendent, two senior staff selected by the Superintendent, three Trustees and invited representatives from the SAA, COPACS, STA, CUPE 441 and the W̱SÁNEĆ School Board. At the end of which the representatives of COPACS, STA, CUPE 441 and the W̱SÁNEĆ School Board will be asked to provide oral feedback and depart. The representative of the SAA will then do the same.
- 3.6 Criteria for Vice-Principals as contained in Appendix B shall be considered as a guide by the shortlisting/interview panel.
- 3.7 The selection committee made up of the Superintendent, two senior staff selected by the Superintendent, and three Trustees will review all available information and make a consensus recommendation which will then be sent to the Board for a decision.
- 3.8 Should consensus not be achieved the recommendation will be determined by majority vote of the committee. A special meeting of the Board may be called, if necessary to consider the recommendation.
- 3.9 Due to time constraints or emergent factors, the Superintendent may from time to time appoint an acting vice-principalship of a specified duration, but in all cases no more than one year in length. The Superintendent will select the person to fill this temporary position and inform the Board as soon as practicable.

4. Selection and Appointment of District Management Staff

- 4.1 The Board of Education delegates to the Superintendent of Schools the authority for procedures and decisions related to the appointment of district management staff.
- 4.2 The Board encourages input and involvement in the selection processes from school administrators and partner group representatives as appropriate.
- 4.3 From time to time and when necessary, the Superintendent may appoint an individual to an interim position pending the outcome of a recruitment and selection process.

4.4 As vacancies occur, the Board will be informed of the vacancy and may make any change in the position or the assignment the Board feels is appropriate before commencement of a competition.

5. Selection and Appointment of Non-Teaching Staff

The Board and its administration subscribe to the provisions and principles of the BC Employment Standards Act and the BC Human Rights Code.

5.1 The Superintendent shall provide for the recruitment and selection of non-teaching staff in accordance with applicable legislation and collective agreements.

5.2 All offers of employment shall be conditional on the successful applicant providing a criminal record check through the Criminal Records Review Program (Ministry of Public Safety and Emergency Services).

Reference: Sections 15,19, 20, 21, 22, 23, 24, 65, 85 School Act

Approved: November 2020

Revised: March 2022
June 2026

APPENDIX A – CRITERIA FOR PRINCIPALS

Educational Leadership

The Saanich School District requires that principals have knowledge and experience appropriate to their school assignment including an understanding of the major components of the educational programs offered in the school to which they are assigned. The District requires its principals to have a Master's degree in an appropriate educational field.

Further, a principal will have demonstrated during their career in education:

- commitment to supporting the interests of the Board and District;
- proven examples of a collaborative, consensus seeking leadership style;
- highly effective and respectful interpersonal, communication and conflict resolution skills;
- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty;
- proven record of positive working relationships with students, parents, PACs, employee groups and the broader community;
- demonstrated understanding and respect for Indigenous learning and learners as well as knowledge of the W̱SÁNEĆ First Nations;
- demonstrated excellence as a teacher and as an instructional leader at the school and district level;
- evidenced leadership in the supervision of learning;
- leadership promoting curriculum and current teaching pedagogy including the use of appropriate educational technology;
- creation of innovative practices within an inquiry-based teaching and learning environment;
- have knowledge of and experience with leading initiatives in support of students with special needs;
- thorough understanding of effective assessment and evaluation practices
- evidenced leadership of commitment to the value of inclusive schools; and,
- demonstrated strong parent engagement and community building.

Administrative History

A principal must have demonstrated during their career in education:

- successful experience in an administrative capacity, preferably as a principal or vice-principal; and,

- successful experience in implementing innovative strategies to meet the needs of all learners.

Management Skills

A principal will have demonstrated during their career in education:

- strong organizational and management skills, including financial planning and control;
- skill in dealing with human resource issues including an understanding and implementation of collective agreement language; and,
- attributes that demonstrate good judgement in assessing the strengths and needs of a school's organization and operation; effective leadership during critical incidents and other stressful conditions.

APPENDIX B – CRITERIA FOR VICE-PRINCIPALS

Educational Leadership

The Saanich School District normally requires its vice-principals to have a Master's degree in an appropriate educational field. However, for short-term assignments (less than one year), postings for vice-principal positions will include a preference rather than a requirement for a Master's degree or progress toward a Master's degree.

A vice-principal will have demonstrated during their career in Education:

- commitment to supporting the interests of the Board and District;
- proven examples of a collaborative, consensus seeking leadership style;
- highly effective and respectful interpersonal, communication and conflict resolution skills;
- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty;
- proven record of positive working relationships with students, parents, PACs, employee groups and the broader community;
- demonstrated understanding and respect for Indigenous learning and learners as well as knowledge of the W̱SÁNEĆ First Nations;
- demonstrated excellence as a teacher and as an instructional leader at the school or district level;
- evidenced leadership in the supervision of learning;
- leadership promoting curriculum and current teaching pedagogy including the use of appropriate educational technology;
- creation of innovative practices within an inquiry-based teaching and learning environment;
- successful support of students with special needs within their classroom or program;
- thorough understanding of effective assessment and evaluation practices
- evidenced leadership of commitment to the value of inclusive schools; and,
- demonstrated strong parent engagement and community building.

Management Skills

A vice-principal will have demonstrated during their career in education:

- strong organizational skills including any operational or financial issues dealing with their classroom or program;

- skill in dealing with personnel issues including an understanding of collective agreement language;
- attributes that demonstrate good judgement in assessing the strengths and needs of a school's organization and operation; and,
- effective leadership during critical incidents and other stressful conditions.