

VANDALISM and FALSE ALARM COST RECOVERY

Background

When a person or persons responsible for vandalism or false alarms in District Facilities can be identified, the District will attempt to recover costs from that person or those persons. The procedure below is to be followed.

Procedures

1. Vandalism

1.1. In cases where major damage has occurred and/or our insurance adjuster is involved, the Principal will advise the Assistant Secretary Treasurer, Corporate & Financial Services of the incident and the name(s) and address(es) of the person(s) involved; and will initiate a Service Request in AssetPlanner for the Maintenance Department to undertake repairs required as a result of the vandalism. Repair costs will be confirmed by Maintenance on completion.

1.2. In cases where minor damage has occurred and/or our insurance adjuster is not involved, the Principal will initiate a Service Request in AssetPlanner for the Maintenance Department to undertake repairs required as a result of the vandalism. If the Principal is able to confirm the individual who committed the vandalism attends the school, the Principal and the Assistant Secretary Treasurer, Corporate & Financial Services will decide whether it would be more appropriate that the school contacts the family to arrange reimbursement for the damages. In all other cases, the District Office shall invoice the individual responsible for the damages. Repair costs will be confirmed by Maintenance on completion.

1.3. Upon completion of the work, the Maintenance Department will advise the Finance Department so that an invoice may be prepared and sent to the school (if previously agreed under item 2), or to the individuals responsible, for the full cost of repairs as per item 1.

1.4. Any compensation received for damages by the school and as agreed under item 1.1 or 1.2 will be for the use by the school for facility related upgrades.

1.5. If after a reasonable time the District is unable to collect on the invoice, the Finance Department shall consult with the Assistant Secretary Treasurer, Corporate & Financial Services and the Principal to determine appropriate action to be taken (e.g. small claims court)

2. False Alarm Fines.

The cost of false alarms will be determined by the charges extended by the City. Where it is determined the false alarm is the result of error or omission by an individual, the individual shall be invoiced to recover the cost of fines paid. The District Office shall invoice the individual responsible for the damages.

Reference: Section 65, 85, School Act

Last revised: June 2023