

**SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)**

**10112 – 105 Avenue  
Fort St. John, BC V1J 4S4**

Telephone: (250) 262-6000

Fax: (250) 262-6048

**Board of Education**



**A G E N D A   B O O K**

**FOR THE**

**REGULAR BOARD MEETING**

**BOARD ROOM**

**MONDAY, NOVEMBER 16, 2020 @ 6:30 p.m.**

## **OUR MISSION**

All our students will graduate, crossing the stage with dignity and grace.

## **OUR VALUES**

The core values that guide the work of the school division are *RESPECT, COMPASSION, HONESTY, RESPONSIBILITY, and RELATIONSHIPS*.

## **OUR STRATEGIES**

As a district, we are committed to FOUR OVER-ARCHING STRATEGIES:

- ❖ DELIVERY OF EXCELLENT EDUCATIONAL PROGRAMMING FOCUSSED ON STUDENT OUTCOMES
- ❖ PROVISION OF ETHICAL LEADERSHIP FOCUSSED ON RELATIONSHIPS AND CONTINUOUS IMPROVEMENT
- ❖ EXEMPLARY MANAGEMENT PRACTISES FOCUSSED ON ALIGNING RESOURCES FOR OPTIMAL RESULTS
- ❖ ENGAGED GOVERNANCE FOCUSSED ON ADVOCACY, ACCOUNTABILITY, AND COMMUNITY PARTNERSHIPS



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60**  
**REGULAR BOARD MEETING**  
**MONDAY, NOVEMBER 16, 2020**  
**6:30 P.M.**

**AGENDA**

**1.0 Call to Order**

*Acknowledgement that today's Board Meeting is being held within the traditional territory of the Dane Zaa and Treaty 8.*

**2.0 Additions to the Agenda/Acceptance of the Agenda**

**3.0 Election of Board Officers**

- 3.1 Election of Chairperson – Secretary/Treasurer
- 3.2 Election of Vice-Chairperson – Chairperson
- 3.3 Election of Provincial Councillor – Chairperson
- 3.4 Election of Alternate Provincial Councillor – Chairperson
- 3.5 Election of BCPSEA Rep – Chairperson
- 3.6 Election of Alternate BCPSEA Rep – Chairperson
- 3.7 Notice to Destroy Ballots – Chairperson

**4.0 Presentations/Delegations**  
*None*

**5.0 Trustee Input (Celebrations)**

**6.0 Minutes of the Regular Board Meeting, October 19, 2020** (pages 6-14)

- 6.1 Approval of the Minutes
- 6.2 Business Arising from the Minutes  
(See attached Action Item List for completed and ongoing items)
  - a) Meeting City of Fort St. John – December 1 @ 3:00 p.m.  
*Chair Gilbert*

**7.0 Approval of Excerpts of the Regular Board Meeting, September 21, 2020** (page 15)

**8.0 Announcements and Reminders**

November 24	SUPAC-PAC Meeting ( <i>Campbell/Lehmann</i> )	12:00 p.m.	Board Office/Virtual
November 25/26	Early Dismissal		
November 27	Non-Instruction Day (Parent-Teacher Interviews)		
November 27-28	BCSTA Academy		Board Office/Virtual
November 30	COTW Meetings	12:30 p.m.	Board Office
December 14	Board Meetings	5:00 p.m.	Board Office
December 22 –			
January 4	Christmas Vacation		
January 11	COTW Meetings	12:30 p.m.	Board Office
January 25	Board Meetings	5:00 p.m.	Board Office
January 28	BCPSEA AGM		Virtual

**9.0 Senior Staff Reports**

- 9.1 Superintendent's Report (page 16)
- 9.2 Secretary-Treasurer's Report (pages 17)

**10.0 Reports of Regular Committee of the Whole Meeting, November 2, 2020** (pages 18-20)

- 10.1 Approval of Minutes
- 10.2 Business Arising  
(See attached Action Item List for completed and ongoing items)
  - a) Internet Advocacy Letter Update  
Trustee Evans
- 10.3 Policy Committee  
Trustee Evans
  - Next meeting date – December 7, 2020 @ 11:00 a.m.

**11.0 Other Reports**

- 11.1 BCSTA
- 11.2 BCPSEA  
BCPSEA AGM – January 28, 2021

**12.0 Correspondence**

- 12.1 District of Taylor – Before & After School Care Grant Application Support Letter  
(Attachment)
- 12.2 International Students – Response from Bob Zimmer, MP (Attachment)

**13.0 Unfinished Business**

- 13.1 Enterprise Risk Management Presentation  
Don McMillan

**14.0 New Business****15.0 PRNTA Update** – Michele Wiebe, President

- 16.0 **CUPE Local #4653 Update** – Maureen Hummel, President
- 17.0 **District Parent Advisory Council (DPAC) Report** – Teresa Brown, President
- 18.0 **Questions from the Press and Public**
- 19.0 **In camera Motions brought forward for implementation**
- 20.0 **Adjournment**

\*\*\*\*\*

**Please Note:**

*Where an individual/group knows in advance they wish to address the Board, a request in writing should be made to the Secretary-Treasurer one week in advance of the Board Meeting in accordance with Board Policy #1003.1.*

*The request must indicate the subject of the presentation, any technology requirements (ie. screen, projector, laptop use) and the estimated time required for the presentation. Presentations will be limited to a maximum of 10 minutes, unless approved otherwise.*

*If approval is granted, an electronic/written copy of the presentation must be provided no later than Thursday of the week before the date of presentation.*

## **“PROVISIONAL” MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)**

### **REGULAR MEETING**

**Monday, October 19, 2020  
6:30 p.m.**

*Present:* Helen Gilbert, Chair – Board of Education (Area 5)  
Ida Campbell, Trustee (Area 4)  
Erin Evans, Trustee (Area 5)  
Madeleine Lehmann, Trustee (Area 1)  
David Scott-Moncrieff, Trustee (Area 2)  
Bill Snow, Trustee (Area 5)

Stephen Petrucci, Superintendent of Schools  
Brenda Hooker, Secretary-Treasurer (*via Zoom*)  
Leah Reimer, Recording Secretary

*(Guests/Media)*

Michele Wiebe, PRNTA President

*Regrets:* Nicole Gilliss, Vice-Chair (Area 3)



---

### **Call to Order**

Chair Gilbert called the meeting to order at 6:30 p.m.

*Chair Gilbert acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.*

### **Agenda**

Approval of the Agenda

#### **Motion #105-20**

Scott-Moncrieff/Evans  
THAT the agenda be accepted as presented.

CARRIED.

### **Presentations/Delegations**

None

**Trustee Input** At this time, opportunity was given for Trustees to report on activities undertaken and/or information of interest:

#### Trustee Campbell

- Has been slow with COVID...haven't been visiting all my schools
- Went to Taylor School for a meeting and attended part of Career Day
- Attended ARYES Grand Opening

#### Trustee Evans

- Attended ARYES Grand Opening and Doug Boyd's retirement party

#### Vice-Chair Gilliss

- Absent

Trustee Lehmann

- Attended ARYES Grand Opening
- Attended SUP-PAC meeting

Trustee Scott-Moncrieff

- Contacted all administrators and things are going well...settling in

Trustee Snow

- Attended ARYES Grand Opening and Doug Boyd's Retirement
- Contacted NPSS administrator
- Contacted Bert Ambrose administrator

Chair Gilbert

- Attended ARYES Grand Opening...pleased with children's video clip
- Attended Doug Boyd's Retirement
- Worked with Broyden in setting up a PAC for ARYES...have a full slate including a DPAC rep. A nice group of blended ages
- Visited MMMCS – thank you to district staff for quick response regarding meeting the conditions for a grant for \$175,000 for playground equipment. They are running a "Fresh to You" fundraiser that will enable them to give back to families in need
- Attended Baldonnel and CM Finch's Terry Fox run

**Minutes of the Regular Board Meeting**

Approval of the Minutes

Motion #106-20

Evans/Campbell

THAT the Regular Meeting Minutes of September 21, 2020 be adopted.  
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

DPAC Report

Teresa Brown had indicated they had elections coming up. Have they been completed? If so, could the results be distributed to the Board

**ACTION:** Chair Gilbert will contact Teresa to provide information on PAC president contact information to distribute to the Board

**Approval of Excerpts**

Motion #107-20

Snow/Lehmann

THAT the excerpts from the August 31, 2020 In camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.  
CARRIED.

## Announcements & Reminders

October 23	Non-Instruction Day (Pro-D)		
October <del>23</del> -24	Provincial Council		Virtual
October 27	SUPAC-PAC Meeting ( <i>Campbell/Snow</i> )	12:00 p.m.	Board Office/Virtual
November 2	COTW Meetings	12:30 p.m.	Board Office
November 11	Remembrance Day		
November 16	Board Meetings	5:00 p.m.	Board Office
November 24	SUPAC-PAC Meeting ( <i>Campbell/Lehmann</i> )	12:00 p.m.	Board Office/Virtual
November 25/26	Early Dismissal		
November 27	Non-Instruction Day (Parent-Teacher Interviews)		
November 27-28	BCSTA Academy		Board Office/Virtual
November 30	COTW Meetings	12:30 p.m.	Board Office
December 14	Board Meetings	5:00 p.m.	Board Office
December 22 – January 4	Christmas Vacation		

*Note: DPAC Executive will come up with a registration process for the SUP-PAC meetings and will let the Superintendent know the numbers ahead of the meeting.*

## Senior Staff Reports

### Superintendent's Report

A written and electronic report was presented. Topics discussed and reported included:

### **Human Resources Summary for Teachers & AO's**

- For information purposes

### **Superintendent's Report** (*Attachment*)

- Stephen presented his report and fielded questions from trustees
- Leaves of Absences - not seeing a huge difference in the amount of absences but duration of illness (days away) is longer
- TTOC List – only have had 2-3 days that we haven't had enough teachers. Still short on TTOC list. Postings are being filled, including Wonowon
- Well above 80% have returned. Many others have registered at the KEY Learning Centre and some are homeschooling
- Administrators have not had an indication that the "date of decision" was an issue for family and have not asked for an extension as other districts have been experiencing
- Robert Ogilvie and Upper Pine collapse of divisions occurred because of a number of factors. Upper Pine catchment there are more families that are home schooling. Robert Ogilvie – went through a catchment area change last year and it's a settling of the population. Will be looking back at the "how's and why's"
- Upper Halfway – down 15 children due to two families making a personal decision to move to a private online academy for the year, due to COVID
- Buick Creek – going well...21 registered and teachers going from the KEY four days a week (two teachers are assigned two days each) along with administration. Also have EA's and running Strong



Start. This could be a model that could be used for different pockets around the district.

- Parenting Seminars enrollment numbers? Will provide information once it's available
- District Wide Professional Development Day – if trustees are wanting to participate in the Pro-D, what route should we follow to join?
  - Stephen – express interest and connect you with Learning services. Also, the Board is forming a Pro-D committee and can make connections that way. The one coming up, the sessions may be more geared to teachers

#### BAA Course – Orientation & Mobility BAA Course

- Question as to whether the course would be open to others who were interested in this area. That would be taken into consideration depending on registration numbers

#### Out-of-District Sports/Field Trips

- Discussion followed regarding these trips in light of COVID
- Vast majority do not involve interaction with other schools
- In the case of where they do (ie. tournaments, skiing in Alberta), district staff would ensure the safety guidelines are being followed
- Administrators, staff and students are hoping, where it's safe, to do these types of outdoor activities

#### Motion #108-20

Evans/Scott-Moncrieff

THAT the Board accept the Superintendent's Report with the exception of the BAA Course and Out-of-District Field Trips.

CARRIED.

#### Motion #109-20

Lehmann/Evans

That the Board of Trustees approves the Orientation & Mobility 12 BAA Course as presented.

CARRIED.

#### Motion #110 -20 Evans/Scott-Moncrieff

That, **in compliance with COVID-19 guidelines**, the Board of Trustees approves the Clearview Elementary/Junior Secondary School, Ecole Central Elementary School, North Peace Secondary School and Prespatou School Out-of-District Sports/Field Trips as presented.

CARRIED.

#### Secretary-Treasurer's Report

A written report was presented. Topics discussed and reported included:

#### **Financial Overview to September 30, 2020**

- Operating Revenue - \$9,942,949
- Expenses - \$1,521.809
- Net operating revenue of \$1.5 million
- Showing a small net surplus, is not reflective of what things will be for the rest of the year.
- Should be able to present a balanced budget without considerable input from reserves

- Presented COVID report to the Ministry and there are not significant savings at this time
- Will have a preliminary look at Amended Budget in November once ministry releases revised enrolment reports
- Are we expected to have any surplus for financial statements? Submitted fairly conservative costs in addition to revenue expectations and increased areas of expenses (TTOC, sick leave, etc.) prior to federal grant announcements. If we receive \$2.2 million dollars, we should be able to cover the expenses and not have a significant impact
- ARYES Budget? – still receiving invoices and working on deficiency list. Will have to contribute \$300,000 but here's an additional \$800,000 that is potentially required out of reserves. We don't have final numbers yet...will be required to use some of the funds, but not likely the full \$800,000

#### **Human Resources Summary Report**

- For information purposes
- Question in regards to the 28 "Changes to existing" reported in the summary report. Brenda – change in hours (ie. adding additional hours to existing staff). We added an additional custodian to some schools as well as district custodians. Also have added supervision staff.

#### Motion #111-20

Evans/Scott-Moncrieff

THAT the Board accept the Secretary-Treasurer's Report.

CARRIED.

### **Reports of Regular Committee of the Whole Meeting**

#### Approval of the Minutes – October 5, 2020

#### Motion #112-20

Evans/Snow

THAT the Board accept the Regular Committee of the Whole minutes of October 5, 2020 and its recommendations

CARRIED.

#### Business Arising from the Minutes

The following business arose from the above noted Minutes:

#### **Annual Work Plan**

- Stephen and Chair Gilbert met today
- Felt it was too much on one document so have created a second document for the Committee of the Whole

**ACTION:** Chair Gilbert will send out the Annual Work Plans to Trustees once finalized

#### **Meeting with the City of Fort St. John**

- Location: Suggestion to meet in the ARYES Heather Hannaford Arts Space
- Agenda Items: to be decided at a future meeting

- December 1 @ 3:00 p.m. (not 2:30 p.m.) or December 8 @ 3:00 p.m.

**ACTION:** District Staff to follow up the City to confirm the date, time and location as well as any agenda items or look at a "Meet and Greet". Place an update on the November 2, 2020 Committee of the Whole Regular Agenda

#### **Public Participation During Board Meetings**

- As per the Board's request, we are live-streaming and now public that is watching will be able to make a comment and ask questions. The live-stream chat will be monitored by Stephen and questions will then be passed onto the Chair who will put the questions out there that are pertinent to the agenda topics
- Discussed putting out a media release to provide the access information to the public

#### Policy Committee

- Trustee Evans is meeting with Stephen on November 9, 2020 to make a plan for the year and set dates up (ie. most likely Monday's)

### **Other Reports**

#### **BCSTA**

##### Provincial Council – October 23 & 24, 2020 – Motion Review (Attachment)

- 9.1 Climate Change Working Group
  - Should be broad regional representation otherwise vote opposing
- 9.2 Video Options for Winter Meetings
  - Referring to weather restrictions on flights, etc. even not while in a COVID environment
  - There is value in meeting face to face, but good to provide the option
  - In favour
- 9.3 Safe Routes to Schools as part of the Provincial Active Transportation Strategy
  - Need clarity on what this relates to...would like to support other districts that have different challenges than us
- 9.4 Funding for Trades
  - In favour
- 9.5 Provincial Funding to Improve Access to Educational Programming in Correctional Facilities
  - In favour
- 9.6 Additional Supports for Letter of Permission Teachers and Non-Certified Teachers Teaching On-Call
  - SD 60 submission – In favour
  - Will need to provide applicable statistics

- 9.7 Timelier Response from Teacher Regulation Branch
  - SD 60 submission – In favour
  - Will need to provide applicable statistics (ie. talking notes)
- 9.8 Aligning School Construction with Enrollment Projection
  - Could potentially be a detriment to northern districts
  - No district enrollment projections are going to be accurate due to COVID
  - Ministry takes 5 year enrollments into consideration but don't necessarily consider it in bringing a project forward
  - May want to ask for more detail, but may not be in the interest of northern districts
  - In the past the Terrace and Kootenays district built schools on 5 year projections and the enrollments didn't come...motion may be coming from that
  - More on opposing than "in favour"
- 10.1 An Enhanced Co-Governance Approach for the Recovery Stage of the COVID-19 Pandemic
  - In favour
- 10.2 Action On Anti-Black Racism
  - In favour
- 10.3 Public Sector Executive Wage Freeze
  - In favour

#### Board Chair Update (Attachment)

- Virtual ½ day meeting with Ministry and district board chairs
- Shared agenda with, and will share resources with, trustees
- BCSTA is putting publications electronically on the BCSTA HUB instead of hard copy in order to make changes easier
- Shared presentation slides from meeting:
  - Focus on Student Learning Loss
  - Budget Pressures – discussion on what the Board's role is
  - Framework for Enhancing Student Learning (FESL) – we have been doing this all along...this is an area that will really be a focus in other districts. Ultimately, this new report is the Board's report to the Ministry, although district staff provides the information
  - FESL Requirements – if we look at data we've been collecting, we can meet some requirements. Other is for specific groups and will have to look into that
  - District Strategic Plan – stressing the importance. We have a good foundation in this area
- All Candidates Forum – wasn't a partisan attack. Alignment on importance of education presented by all parties

#### **BCPSEA**

- Chair Gilbert has forwarded trustees the staffing changes and other information

#### **Board Pro-D Committee**

## Correspondence

### Northern BC Volleyball Club

- Requesting 3<sup>rd</sup> party use of our facilities
- Hard for local sports organizations operating under a different set of rules than the BC Sports association to understand our guidelines
- Stephen – will bring to the November 16, 2020 Board Meeting with more information and a staff recommendation for 3<sup>rd</sup> party use of our gyms
- There are no provincial bans, however no other districts are offering 3<sup>rd</sup> party usage at this time
- Staff would like to gather information from school administrators in regards to custodial capacity, follow-up, clean-up, etc.
- Brenda – another is budget implications (custodial times, safety, cleaning supplies, etc.)
- Stephen – have been communicating to these groups that the Board has been committed to looking at this again. Need to get a strong sense from the field whether to do this
- Chair Gilbert - confusing to public when recreation facilities are shut down for us to step in and open things up. Where recreation facilities are opening up, the guidelines are quite stringent

**ACTION:** Bring this item with a staff recommendation to the November 16, 2020 Regular Board Meeting for Board direction

## Unfinished Business

The following unfinished business arose from the previous meeting minutes:  
*None*

## New Business

### Remembrance Day Ceremony

- In light of COVID, the FSJ Legion, District of Taylor and District of Hudson's Hope are needing to make adjustments to their Remembrance Day Ceremonies
  - FSJ Legion – small, invitation only ceremony with laying of wreath (trustee will be invited) – Trustee Snow would like to be present
  - District of Taylor – small, invitation only ceremony with firefighters and junior firefighters laying the wreathes (no trustee invited but Trustee Campbell will request a junior firefighter lay our district's wreath)
  - District of Hudson's Hope – small gathering outside and a Trustee can lay a wreath – Trustee Gilliss
- There will also still be Remembrance Day ceremonies in schools. It was noted that Remembrance Day ceremonies assemblies are the only ones listed as required in the School Act

## PRNTA Update – Michele Wiebe, President

- Charmaine Chretien put out an email of offerings for District Wide Development Day – Pro-D Day that Trustees may be interested in attending

- Had zone meetings last week, which included a presentation from an Indigenous lawyer from Vancouver on trauma informed practice that was amazing. If we could swing it to have a district wide presentation on zoom for all staff. She talks about virtual vicarious trauma...we can all be affected by it. Students having gone through COVID, as well as teachers, a lot of kids are coming back to school with trauma and how do we deal with that. She also has podcasts you can listen to
- Trustee Evans – have people in our community that do trauma presentations as well that I can provide contact information
- Appreciated Stephen's presentation tonight...so many good things happening in schools. Spoke with a Grade 6 teacher...they were thankful that it's business as usual...we're in our cohort, learning. The way it has been handled has made it a good experience.
- However, teachers are tired as well as administrators, staff, etc. Encouraged trustees to visit schools and provide encouragement
- Mary Tremain, Vice President is having surgery and will be away on a medical leave. Donna Bulmer will be the acting Vice-President (on Monday's) during Mary's recovery time

**CUPE Local #4653 Update – Maureen Hummel, President**

No report - absent

**District Parent Advisory Council (DPAC) Report – Teresa Brown, President**

No report - absent

**Questions from Press/Public**

At this time, opportunity was given for questions from the press

No livestream chat questions from the public

**Motion #113-20**

Scott-Moncrieff/Snow

THAT the Board resume the Regular Meeting and those Motions made In camera be brought forward for implementation.

CARRIED.

**Adjournment**

**Motion #114-20**

Evans/Snow

THAT the meeting be adjourned. (8:35 p.m.)

\*\*\*\*\*

---

HELEN GILBERT, CHAIR,  
BOARD OF EDUCATION

---

BRENDA HOOKER,  
SECRETARY-TREASURER

**EXCERPTS  
FROM THE SEPTEMBER 21, 2020  
“IN CAMERA” MEETING MINUTES**

*The meeting was called to order and the In-camera Meeting Minutes August 31, 2020 were read and adopted.*

**Business Arising**

- Wonowon & Wonowon Horse Club
- Upper Halfway Updates
- Enterprise Risk Management

**2019-2020 Draft Financial Statements**

**Superintendent’s Report**

Items discussed and reported included: None

**Secretary-Treasurer’s Report**

Items discussed and reported included:

- Financial Overview to August 31, 2020
- Audit & Finance Committee
- RBC Banking Agreement Renewal
- \*NEW – MMMCS PAC
- \*NEW – ARYES – Legal Issue
- Superintendent Performance Evaluation
- \*NEW – Personnel Update
- Ministerial Order for a Board Policy on Childcare
- MCFD Grant Application Update

**Committee of the Whole Reports**

- No report

**Other Reports**

- BCSTA - COVID Survey

**Correspondence**

- None

**Unfinished Business**

- None

**New Business**

- Anne Roberts Young Elementary School – Grand Opening

**REGULAR MEETING**

**REPORT TO THE**

**BOARD OF SCHOOL TRUSTEES**

**FROM THE SUPERINTENDENT OF SCHOOLS**

**Monday, November 16, 2020**

## Human Resources

### 1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's  
for period of October 16<sup>th</sup> to November 12<sup>th</sup>, 2020

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	2	5			
Changes to existing	6	3			
Return from leave					
Payout prep					

## Education

### 1. Superintendent's Report

<https://togetherwelearn.prn.bc.ca/2020/11/13/superintendents-report-education-report-november-2020/>

- Annual Education Report Model

## Operations

### 1. Activity Right (Attachment)

### 2. Third Party Use of School Gyms (Attachment)

*Recommended Motion: That the Board continue to suspend 3<sup>rd</sup> party use of school gyms, with the exception of Margaret Ma Murray, following strict cleaning, vetting and supervision protocols.*

Respectfully submitted,  
Stephen Petrucci, Superintendent of Schools



**REPORT TO THE  
BOARD OF EDUCATION  
FROM THE SECRETARY-TREASURER  
Monday, November 16, 2020  
REGULAR MEETING**

**Operations**

1. **Financial Overview to October 31, 2020** (*Attachment*)
2. **1701 Enrolment & Projected Revenue Report** (*Attachment*)

**Human Resources**

**1. Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff  
*For period of October 9<sup>th</sup> 2020 to November 12<sup>th</sup>, 2020*

	<b>Personnel Assignments</b>	<b>Leaves of Absence</b>	<b>Resignations</b>
<b>New assignments</b>	18		4
<b>Changes to existing</b>	5		
<b>Return from leave</b>	1		
<b>Layoff</b>			
<b>Retirements</b>			

**Governance**

Respectfully submitted,

Teri Stoneman, Interim Secretary-Treasurer

**SCHOOL DISTRICT #60 (PEACE RIVER NORTH)**  
**COMMITTEE OF THE WHOLE**  
**“REGULAR” MEETING MINUTES**

MONDAY, NOVEMBER 2, 2020  
1:30 P.M.

*Present:* Helen Gilbert, Chair, Board of Education  
Ida Campbell, Trustee  
Erin Evans, Trustee  
Madeleine Lehmann, Trustee  
David Scott-Moncrieff, Trustee  
Bill Snow, Trustee  
  
Stephen Petrucci, Superintendent  
Teri Stoneman, Interim Secretary Treasurer  
Leah Reimer, Recording Secretary

*Regrets:* Nicole Gilliss, Vice-Chair

*Guests:* Michele Wiebe, PRNTA President  
Donna Bulmer, PRNTA Acting Vice-President

---

**Education**

**Education Update**

Indigenous Education Update – Equity Scan Project (Attachment)

*Carleen Andrews*

- Reviewed attached presentation and fielded questions from trustees
- All three LEA's and the transportation contracts have been signed
- Are looking for 1-2 trustees to be a part of the equity scan process
- Erin is the Trustee Indigenous board rep
- The six districts who have piloted the project have seen good and quick results
- Question regarding the approach to this and if it's different between treaty and non-treaty. Will need to look into that
- Our district will also need to look at data from on-reserve and off-reserve schools

Framework Presentation - Key Learning Centre & Buick (Attachment)

*Norbert Kasper & Sean Thomas*

- Reviewed presentation and fielded questions from trustees

*Teri Stoneman left the meeting @ 2:50 p.m.*

*Chair Gilbert appointed Superintendent, Stephen Petrucci as designated Secretary-Treasurer for the remainder of the meeting*

## Governance

### City of Fort St. John Meeting Details

- Tuesday, December 1, 2020 from 3:00 – 5:00 p.m.
- ARYES – Heather Hannaford Arts Space or another space if there is a conflict with the Band program
- Appetizers - TBD
- Meet & Greet
- Agenda topics: COVID-19 impacts, Joint Use Agreement??
- School tour to take place (time TBD)

### Trustee Academy – November 27 & 28, 2020

- Flat \$1,000 registration fee for districts
- Some information on speakers has been distributed, but waiting for sessions

**ACTION:** Leah to register all Trustees and Executive Staff for the academy

### Provincial Council – Results *(Attachment)*

- All motions passed (some with amendments), with the exception of 11.2 (late motion)
- 9.1 – brought up our district stats. The motion passed
- 9.2 – amendments and passed
- 9.3 – distance children travel. Looking at it as kids walking to schools not necessarily a two-hour bus rides. Transit delays
- 9.4 – friendly amendment to also include a dual-credit change
- 9.5 - Correctional Facilities – Mission & Prince George. Mission pays out of pocket, not funded, to have a teacher in the correctional facility
- 9.6 - wanted to amend the motion but not passed, but the motion was passed
- 9.7 – passed without question
- 9.8 - made a couple of amendments to include seismic mitigation and move from 5 year to 10 year projection. Both amendments passed.  
*Suggestion to track this motions and bring up at a Northern Interior Branch meeting*
- 10.1 - passed
- 10.2 – passed without a lot of discussion
- 10.3 - passed. Life in our sector has been different due to COVID. Discussion about the advocacy is for K-12
- 11.2 - Late Motion: Covered Outdoor Play Spaces to be Funded – they want targeted capital funds. Amended was made but not passed and now can't come back for 2 years as it was submitted as emergent. Our BASC grant applications include outdoor classrooms so that may be where this is coming from. Discussion about when you create these spaces, will you have unanticipated use of the space outside of school time (ie. homeless, vandalism, etc.) Would want to see more inclusive language as this is targeted funding

**ACTION:** Erin to look into the process for submitting motions in this COVID environment and what direction to submit a motion regarding inclusive

playgrounds/covered outdoor classrooms. Any motions need to be submitted December 1, 2020

## Human Resources

### Operations

#### Operations Report

- For information purposes
- Some PAC's are looking into raising funds for water fill stations...there is criteria for purchasing and installing in our district's "School Project Guidelines"
- Discussion around the water issue in a specific area in Baldonnel area. Haven't had a request for any assistance from the school. Some students also come into town from that area
- Snow Removal concerns – we will monitor the changes for this year...best monitored at a school level
- Ida: Question from the public re: crosswalks – who is responsible? The city, but bring any concerns to the Board as well

#### Cameron Lake Work Summary Report

- For information purposes
- Coordinator and her husband have provided a post-summer report
- Stephen visited this summer and looks fantastic
- District is subsidizing transportation out there, as well as maintaining a presence and process as much as possible

#### MCFD Before and After School Care Grants

- For information purposes
- In the process of hiring a coordinator...an exempt position
- Taylor application has been submitted and will find out in February if we are approved

## REGULAR - October 18, 2020

Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
Oct 5/20	COTW	City of FSJ/Joint District Meetings	Connect with Hudson's Hope of potential meeting at Cameron Lake	Helen	x	
Oct 5/20	COTW	Internet Letter	Send out to appropriate stakeholders	Erin	x	
Nov 2	COTW	Provincial Council	Motion submission process	Erin	x	
<b>Completed</b>						
May 25/20	Board	SD #59, #60, & MLA Meeting	Trustees to confirm attendance via Zoom or in person by May 27 a.m.	Helen		Done
Apr 6/20	COTW	2020-2021 Annual Budget	Annual Budget on Regular meeting for adoption (3 readings)	Brenda/Leah		June 22/20
May 4/20	COTW	Post April Employment & Comp	Draw up a thank you letter to CUPE members	Helen		Done
May 25/20	Board	Policy Committee	Policy 4000.1 out for Notice of Motion and bring back for adoption	Leah		June 22/20
May 25/20	Board	Budget 2021 Consultation	Finalize submission and submit by June 26/2020	Helen/Brenda/Leah		June 22/20
June 8/20	COTW	COVID - Stage 3	Bring an update to the June Board Meeting	Stephen		June 22/20
June 8/20	COTW	2020-2021 Draft Annual Budget	AFG capital plans presentation for approval	Brenda/Leah		June 22/20
June 8/20	COTW	2020-2021 Draft Annual Budget	Budget - three readings and approval	Brenda/Leah		June 22/20
May 25/20	Board	Budget 2021 Consultation	Discussion on presentation details/Trustees provide feedback to Helen	Helen/Leah		June 8/20
May 25/20	Board	Budget 2021 Consultation	Leah to send last year's submission to trustees	Leah		Done
May 25/20	Board	Announcements & Reminders	Hudson's Hope Grad - update the Board of details	Stephen		Done
May 25/20	Board	Superintendent's Report	School Fees - going forward w/ more naming consistency and details	Leah		Done
June 22/20	Board	PRNTA Update	Correction to branding/wording on Budget Snapshot & redistribute	Brenda/Leah		Completed
Mar 9/20	COTW	District Website Re-Vamp Update	Bring back to the Board before going live	Helen		Completed
May 4/20	COTW	Board Retreat	Trustees & District Staff to place retreat in calendars and work on details/agenda	Helen/Leah		Completed
June 8/20	COTW	COVID - Stage 3	Board advocate re: K-5 Stage 3 density issue	Helen		Completed
June 8/20	COTW	2020-2021 Draft Annual Budget	Draft budget to be uploaded to district website	Brenda/Leah		Completed
June 8/20	COTW	School Project Guidelines	Post to district website once finalized	Brenda/Leah		Completed
June 8/20	COTW	2020-2021 Draft Annual Budget	& set up public meeting to receive input from stakeholders			
June 8/20	COTW	2020-2021 Draft Annual Budget	Facilities project report to October 5 COTW Meeting			Oct 5/20
Sept 21/20	Board	2019-2020 Financial Statements	Documentation related to financial statements to be signed/submitted by Sept 30	Brenda		Sept 25/20
Oct 5/20	COTW	Trustee Advance Follow Up	Place Annual Work Plan on October Board Meeting	Leah	Oct 19/20	
Oct 5/20	COTW	Public Participating in Board Mtgs	Bring back more information re: ability to ask/answer questions live from meeting	Stephen	Oct 19/20	
Oct 5/20	COTW	City of FSJ/Joint District Meetings	Connect with the City on potential Nov/Dec dates	Leah	Oct 19/20	
Oct 5/20	COTW	2019/2020 Financial Statement Analy	Add Student FTE information to spreadsheet	Brenda		x
Oct 5/20	COTW	Trustee Advance Follow Up	Professional Development - set up a meeting date (check with Nicole)	Helen		x
Nov 2/20	COTW	Trustee Academy	Register all Trustees and Executive Staff	Leah		x
		Enterprise Risk Management	Presentation & Report to the Board	Brenda/Leah		Nov 16/20
Oct 19/20	Board	Business Arising	DPAC Meeting Elections - Helen to contact Teresa and send info to trustees	Helen		x
Oct 19/20	Board	Annual Work Plan	Helen to send out the annual work plan once finalized	Helen		x
Oct 19/20	Board	Meeting with City of FSJ	Staff to follow up to confirm date, time, location, agenda or meet and greet	Leah		Nov 16/20
Oct 19/20	Board	Northern BC Volleyball Club	Connect with administrators, etc. to gather more information and bring back to Board	Stephen		Nov 16/20



## SCHOOL DISTRICT NO. 60 (Peace River North)

10112 – 105 Avenue, Fort St John, BC, V1J4S4  
T: (250) 262-6000 F: (250) 262-6048 W: [prn.bc.ca](http://prn.bc.ca)

### Staff Report to the Board of Education of School District No. 60 (Peace River North)

**Title:** 3<sup>rd</sup> Party Use of School Gyms

**Date:** November 16, 2020

**From:** Superintendent

**Issue:** Since the pandemic began in March, SD60 has not allowed 3<sup>rd</sup> party use of our school gyms. Typically, community groups, involving both youth and adults, use our gyms for clubs, sports and other events, at no cost. At the beginning of each year, a basic agreement is signed by the group and the permission and scheduling is managed by the school administration. At the October, 2020 board meeting, an official request for 3<sup>rd</sup> party use was received by a local volleyball club. Other clubs, such as the Karate Club, have made similar requests. The Board has committed to reviewing this decision at the November board meeting.

**Background:** In an effort to ensure a safe and smooth transition back to in-person instruction, the Board suspended all 3<sup>rd</sup> party use of school gyms back in March. This was important in order to alleviate both staff and public concern around transmission of the virus through sporting and club activities – especially as they often involve adults, who have a higher transmission rate. We have endeavored to present our schools as highly controlled environments that are safe for students and staff. Additionally, use of our gyms by community groups would create a need for more custodial staff and monitoring. We do not have an abundance of casual custodial staff nor the ability to add supervision to our gyms in the evening.

Around the province, very few districts are allowing 3<sup>rd</sup> party use. There are some cases of rural community schools allowing usage.

**References:** Currently, there is no official (Ministry of Education/ Public Health) ban on 3<sup>rd</sup> party use of gyms

**Possible Actions:**

1. Continue to suspend 3<sup>rd</sup> party use of school gyms, except for Margaret Ma Murray
2. Continue to suspend 3<sup>rd</sup> party use of all school gyms
3. Allow 3<sup>rd</sup> party use of all school gyms



## SCHOOL DISTRICT NO. 60 (Peace River North)

10112 – 105 Avenue, Fort St John, BC, V1J4S4  
T: (250) 262-6000 F: (250) 262-6048 W: [prn.bc.ca](http://prn.bc.ca)

**Implications:** There are valid concerns from our leadership group in terms of resuming broad 3<sup>rd</sup> party use of gyms. In addition to the added custodial needs, the monitoring and supervision is an extra responsibility that is not viable at this time. Furthermore, the recent increase in Covid-19 transmission, even if it is mainly in metro BC, continues to provoke concern and anxiety among staff and parents alike. Opening up all our gyms again to the public would be extremely challenging from a staffing, logistical, and public confidence perspective.

**Margaret Ma Murray as an exception:** SD60 has a special partnership with the City of Fort St. John in terms of community use of the MMMCS gym. The city provided significant funding to expand the gym to a secondary size, which can accommodate two community groups at a time (separated by a curtain) in the evenings and weekends. The city is currently allowing community use at its own facilities, with strict guidelines in place. With the cooperation of our Safety Officer and the school administration, staff are confident that we can pilot 3<sup>rd</sup> party use at this location on weekends only. Melding both the city and education health guidelines, we would create a guiding document for groups to apply for access. The school administration and Safety Officer would vet the applications for Covid-19 protocols/plans, organization and past use. With only one location as a pilot, the District would be able to provide dedicated custodial/supervision for this purpose on Friday evening, Saturday and Sunday. A fee would be charged to each group to help cover these costs. Any failure to follow the conditions and supervision would result in a loss of access. Deep cleaning would take place Sunday evening for all areas affected. If approved, the objective would be to provide access from the beginning of December.

**Recommendation:** Motion that the Board continue to suspend 3<sup>rd</sup> party use of school gyms, with the exception of Margaret Ma Murray, following strict cleaning, vetting and supervision protocols.

# Report on the Implementation of ActivityRight in SD60 from September - November, 2020

Submitted by Laurie Petrucci, Bernice Chmelyk and Rick Phillips  
November 16, 2020

## What is ActivityRight?

Technology Services is pleased to share with our School Trustees that we have a parent online payment system now available at six pilot schools called ActivityRight. ActivityRight is a Digital Platform that allows parents and guardians to submit an online payment as well as view and approve Permission Forms online. Our pilot schools include Anne Roberts Young, Baldonnel Elementary School, Bert Bowes Middle School, Dr. Kearney Middle School, Duncan Cran Elementary School, and Upper Pine Elementary and Junior Secondary School.

Payments can be made using Visa, Mastercard and American Express Credit Cards and VISA Debit and Mastercard Debit. As well, parents and guardians are able to set up pre-authorized payments for fees due throughout the year.

Please see the parent user guide that is posted on school websites at this link: [ActivityRight Parent Guide](#).

**Images of the ActivityRight program that the School Offices use to create online payment fee and permission forms:**

### Permission Forms - Example

**New activity** Master ActivityRight

Details Participants Review Notify

**Permission Form**  
To create the permission form, select a template and add your information.

Select a template  
Search for a template or choose a template from the list  
Q Search by name or creator

Template	Master ActivityRight
Fruit and Vegetable Nutrition Program	▼
FOPWA	▼
Learn60 Accounts	▼
High Risk Permission Form - In District	▼
In District Form	▼
CASL Request for Consent	▼
Acceptable Use Agreement	▼

### Fee Activities - Example

Activities

Master ActivityRight

Status

Type

Search

All

Fee Collection

All

Search Activities

35 activities found

BBMS Grade 7 Fees

Fee Collection

NOTIFIED

Dates

Name

Deadline

Fri Dec 18

Notified

Tue Sep 22

Participants

124/183

Viewed

84

Collected

\$11,439.00

Owing

\$5,487.00

Caution Fees (not paid by June 2020)

Fee Collection

NOTIFIED

Dates

Name

Deadline

Wed Jun 30

Notified

Tue Sep 22

Participants

1/58

Viewed

7

Collected

\$70.00

Owing

\$3,990.00

Agenda

Fee Collection

NOTIFIED

Dates

Name

Deadline

Fri Dec 18

Notified

Mon Sep 21

Participants

1/1

Viewed

1

Collected

\$10.00

Owing

\$0.00

School Fees Grade 6

Fee Collection

NOTIFIED

Dates

Name

Deadline

Fri Dec 18

Notified

Fri Sep 18

Participants

33/49

Viewed

36

Collected

\$2,680.00

Owing

\$1,360.00

School Fees Grades 1-5

Fee Collection

NOTIFIED

Dates

Name

Deadline

Fri Dec 18

Notified

Fri Sep 18

Participants

176/233

Viewed

151

Collected

\$9,295.00

Owing

\$3,135.00

Kindergarten School Fees

Fee Collection

NOTIFIED

Dates

Name

Deadline

Fri Dec 18

Notified

Fri Sep 18

Participants

32/40

Viewed

31

Collected

\$1,350.00

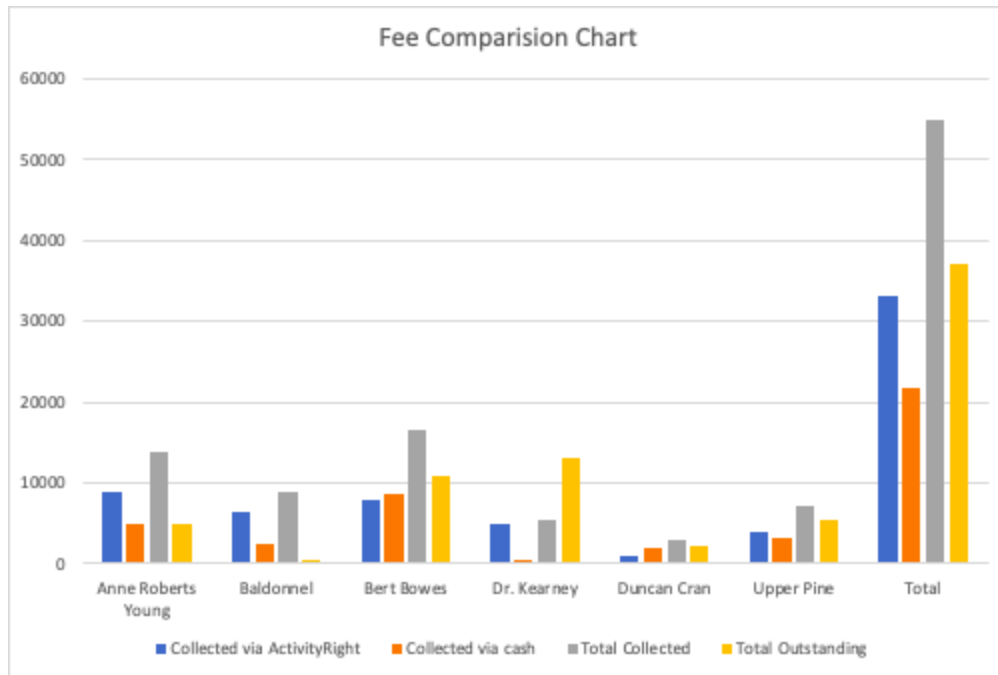
Owing

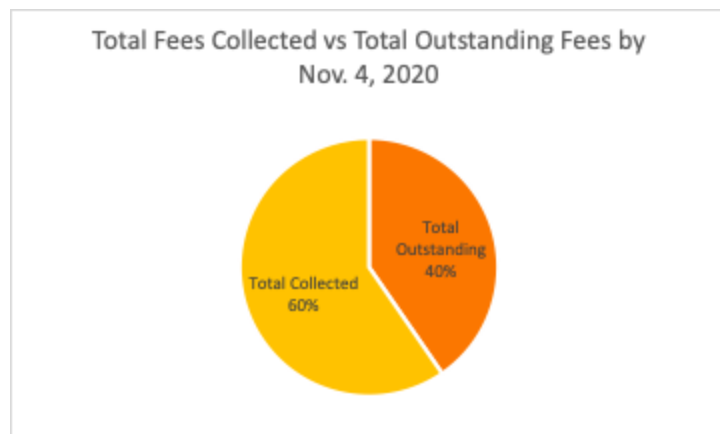
\$360.00



## Fees collected from all Pilot Schools from September to November 4, 2020

School	Collected via ActivityRight	Collected via cash	Total Collected	Total Outstanding
<b>Anne Roberts Young</b>	\$8911	\$4844	\$13755	\$5030
<b>Baldonnel</b>	\$6412	\$2411	\$8823	\$487
<b>Bert Bowes</b>	\$7947	\$8736	\$16683	\$10986
<b>Dr. Kearney</b>	\$5040	\$490	\$5530	\$13020
<b>Duncan Cran</b>	\$960	\$1980	\$2940	\$2330
<b>Upper Pine</b>	\$3900	\$3271	\$7171	\$5379
<b>Total</b>	<b>\$33170</b>	<b>\$21732</b>	<b>\$54902</b>	<b>\$37232</b>





## **Feedback from our Pilot Schools**

Overall, schools like the fee payment feature in ActivityRight (AR) more than they like the permission forms. Some parents have found (AR) user friendly and some find it challenging. We have approximately 60% of the parents successfully using the program. The function to generate reports still needs improvement and AR is working on providing better functionality in this area.

### **1. Has ActivityRight been helpful in the process of distributing forms at the school?**

- I believe that Activity Right could be VERY helpful to getting forms distributed, However, it is getting users to go online and set up and verify their accounts.
- Most parents liked the options of signing on line and no paper.
- It was helpful to distribute the form but the parents are not signing or authorizing them.
- You know when you hit the send button that all the parents get it. You no longer have to worry about lost papers
- We are able to send the forms but have had problems getting parents to sign up and complete them. There were some glitches with parents not being able to complete - I think the problem is fixed. Only 215/781 verified so far

**2. Has ActivityRight been helpful in the process of collecting fees at the school?**

- It is easy for those that go on and pay. But it will take time to get everyone using it and paying their fees.
- ActivityRight has made collecting fees quite simple for the users that have logged in. Being able to pay by credit card/Visa Debit has made many very happy. As stated above it has been hard to get users to go online
- There are more options for parents to pay
- Issues were there that frustrated parents, links didn't work, they couldn't pay, it wouldn't move things to the cart.

**3. One of the goals for implementing ActivityRight was to lessen the workload of collecting & recording money at the school level. Has this goal been met?**

- Yes, I believe ActivityRight has made the workload money a lot easier.
- Secretary really appreciated the amount of money she didn't have to deal with. We are still sending paper copies for those papers that struggled to get on, or just didn't want to do it that way.
- Yes, it is nice.
- The workload in regards to bank deposits has been lessened. I have not had to enter in both MyEd and EFunds.
- With money the deposit is easier but the forms are not worth our time.

**4. What have you found to be the most helpful feature of ActivityRight?**

- Tracking payments
- It is nice to not have the hard copies of all the permission forms.
- Not having paperwork to copy and find a place to house. When a student is removed or added the number count changes as well so that you always know the proper total.
- Fee collection
- Being able to print off the student list where parents have approved activities

**5. What have you found to be the most challenging feature of ActivityRight?**

- Getting users to go online
- Getting the school office portion working properly, adding students to fees. Not having proper reports. The glitches that should have been worked out before we started.
- Forms, Account set up, Reports, hard to navigate, Parents struggle clicking to give permission

## SD 60 Operating Financial Report - July 1 2020 to October 31, 2020

OPERATING REVENUE	Actual	Annual Budget	% of budget received	# of Months	
Provincial Grants - Ministry of Education (MOE)	\$ 14,930,184	\$69,828,434	21.4%	12	On track as MOE transfers are lower in July & Aug
Provincial Grants Other Ministries - School Age Therapy	29,776	57,708	51.6%	12	Budget is low, contract is 84.4K actual on track
Offshore Tuition	1,820	149,000	1.2%	10	Revenue has started to flow into the District beginning November
Alberta Education, DL, 3rd Party Billings	-	175,000	0.0%	10	AB Student revenue received in winter/spring
Summer School & Continuing Ed Fees	-	-	0.0%	12	Summer program and Adult Education
Miscellaneous Revenue	99,491	116,511	85.4%	12	Revenues for ITA and Shoulder Tappers has been received
Rentals	24,781	58,057	42.7%	12	Additional daycare revenue received to date
Interest	26,545	120,000	22.1%	12	Interest Income currently on track, but may decline as reserves become exhausted
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 15,112,597</b>	<b>\$ 70,504,710</b>	<b>21.4%</b>		

Operating Expense	Actual	Annual Budget	% of budget expended	# of Months	
<b>Salaries</b>					
Teachers	5,062,944	26,846,986	18.9%	10	slightly lower than expected should be approx 20% YTD
Principals and Vice-Principals	1,603,247	4,622,754	34.7%	12	lower than expected should be approx 40% YTD
Educational Assistants	755,201	5,428,713	13.9%	10	lower than expected should be around 20% YTD
Support Staff	2,090,290	8,123,120	25.7%	10	higher than expected should be around 20% YTD
Other Professionals	605,983	1,852,209	32.7%	12	lower than expected should be approx 40% YTD
Substitutes (TOC's)	323,134	1,849,693	17.5%	10	lower than expected should be approx 20% YTD
<b>Total Salaries</b>	<b>10,440,799</b>	<b>48,723,475</b>	<b>21.4%</b>		
<b>Employee Benefits</b>	<b>2,261,839</b>	<b>10,650,138</b>	<b>21.2%</b>		
<b>Total Salaries and Benefits</b>	<b>\$12,702,638</b>	<b>\$59,373,613</b>	<b>21.4%</b>		
<b>Services and Supplies</b>	<b>2,906,366</b>	<b>10,857,800</b>	<b>26.8%</b>	<b>12</b>	Not evenly distributed throughout year
<b>Total Operating Expenses</b>	<b>\$15,609,004</b>	<b>\$70,231,413</b>	<b>22.2%</b>		
<b>Capital Purchases from Operating</b>	<b>\$198,779</b>	<b>\$438,000</b>	<b>45.4%</b>	<b>12</b>	Purchases vary through year
<b>Operating Net Revenue (Expense)</b>	<b>-\$695,186</b>	<b>-\$164,703</b>			
<b>Reserves for Anne Roberts Young</b>		<b>-\$1,100,000</b>			
<b>Application of Reserves</b>		<b>\$1,264,703</b>			
Balanced		<b>\$0</b>			

### Notes to SD60 Operating Financial Report:

Some staffing areas are lower than originally budgeted due to the fact that enrolment is down from preliminary projections. Federal and Provincial Special Purpose Grant funding will help offset incremental costs due to COVID staffing and safety costs. They should also offset any reduced revenue due to enrolment decline. The amended budget will more accurately predict revenue and expenses. This will be better known in January, after the MOE releases updated Operating Grants in mid December.

## The Board of Education of School District #60 (Peace River North)

FTEs	Projected Amended Budget 2020-21	Preliminary Annual Budget 2020-21	Change
School Age	6,263.000	6,424.000	- 161.000
Adult	16.875	25.000	- 8.125
Other	-	14.125	- 14.125
Total	6,279.875	6,463.125	- 183.250

	Projected Amended Budget 2020-21	Preliminary Annual Budget 2020-21	Change
<b>OPERATING REVENUE</b>			
Provincial Grants - Ministry of Education (MOE)	\$68,110,036	\$69,828,434	-\$1,718,398
Provincial Grants Other Ministries - School Age Therapy	84,377	57,708	\$26,669
Offshore Tuition	149,000	149,000	\$0
Alberta Education, DL, 3rd Party Billings	175,000	175,000	\$0
Summer School & Continuing Ed Fees	-	-	\$0
Miscellaneous Revenue	116,511	116,511	\$0
Rentals	58,057	58,057	\$0
Interest	120,000	120,000	\$0
<b>Total Operating Revenue</b>	<b>\$ 68,812,981</b>	<b>\$ 70,504,710</b>	<b>-\$1,691,729</b>



DISTRICT OF TAYLOR  
[www.DistrictofTaylor.com](http://www.DistrictofTaylor.com)

Box 300, Taylor, BC V0C 2K0

DISTRICT OFFICE  
10007 - 100A Street

Phone: (250) 789-3392  
Fax: (250) 789-3543

October 23, 2020

School District 60 Peace River North  
10112 – 105 Avenue  
Fort St. John, BC V1J 4S4

**RE: Letter of Support – Before and After School Program**

The District of Taylor is pleased to advise that at a Special Meeting of Council held on October 21, 2020 the following resolution was passed:

*“THAT, the District of Taylor supports School District 60 Peace River North’s grant application to establish a before and after school program.”*

The availability of a before and after school program will provide a safe, engaging environment for children and will be of great value to Taylor residents.

If any further information is required, please do not hesitate to contact the District office at (250) 789-3392.

Sincerely,

Tyla Pennell  
Interim Chief Administrative Officer

From: **Ministerial Correspondence / Correspondance Ministérielle (IRCC)** <[IRCC.MinisterialCorrespondence-CorrespondanceMinisterielle.IRCC@cic.gc.ca](mailto:IRCC.MinisterialCorrespondence-CorrespondanceMinisterielle.IRCC@cic.gc.ca)>

Date: Fri, 23 Oct 2020 at 05:03

Subject: [External Sender] Response from Immigration, Refugees and Citizenship Canada (Correspondence Ref. #: 2020-01132805)

To: [hngilbert@prn.bc.ca](mailto:hngilbert@prn.bc.ca) <[hngilbert@prn.bc.ca](mailto:hngilbert@prn.bc.ca)>

2020-01132805

Dear Helen Gilbert:

Your Member of Parliament, Mr. Bob Zimmer, has kindly forwarded to the Honourable Marco E.L. Mendicino, Minister of Immigration, Refugees and Citizenship, a copy of your correspondence of June 30, 2020, regarding how the novel coronavirus (COVID-19) is affecting the study permits of kindergarten to grade 12 (K-12) International Students. I apologize for the delay in responding.

International students make immense economic, cultural and social contributions to Canada. Immigration, Refugees and Citizenship Canada has put in place a number of measures to help them deal with the uncertainties of the pandemic.

For example, students have additional time to obtain the documents required to complete their study permit application. No application will be refused where an applicant is unable to provide the required documents.

I am pleased to inform you that as of October 20, 2020, students can enter the country if they are attending a designated learning institution that has a COVID-19 readiness plan in place approved by the province or territory. The list is now available on the [Department's Website](#).

Thank you for taking the time to write. I trust that this information is helpful to you.

Sincerely,

S. Charbonneau  
Ministerial Enquiries Division