

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, DECEMBER 14, 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, DECEMBER 14, 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 Presentations/Delegations

4.0 Trustee Input (Celebrations)

5.0 Minutes of the Regular Board Meeting, November 16, 2020 (pages 6-14)

5.1 Approval of the Minutes

5.2 Business Arising from the Minutes
(See attached Action Item List for completed and ongoing items)

6.0 Approval of Excerpts of the Regular Board Meeting, October 19, 2020 (page 15)

7.0 Announcements and Reminders

December 22 –

January 4	Christmas Vacation		
January 11	COTW Meetings	12:30 p.m.	Board Room
January 18	Policy Committee Meeting	11:00 a.m.	Board Room
January 25	Board Meetings	5:00 p.m.	Board Room
January 26	SUP-PAC Meeting (<i>Gilbert/Gilliss</i>)	12:00 p.m.	Board Room
January 28	BCPSEA AGM		Virtual
January 29	NID Day (Semester Turnaround)		
January 30	NIB Meeting	9:00 a.m. – 12:00 p.m.	Virtual
February 1	NPAA	5:30 p.m.	Virtual
February 1	Framework Presentations	1:30 p.m.	Board Room
February 8	COTW Meetings	12:30 p.m.	Board Room
February 15	Family Day		
February 20	BCSTA Provincial Council		
February 22	Board Meetings	5:30 p.m.	Board Room
February 22	NID Day (Report Writing)		
February 23	SUP-PAC Meeting (<i>Snow/???</i>)	12:00 p.m.	Board Room

8.0 **Senior Staff Reports**

8.1 Superintendent's Report (page 16)

8.2 Secretary-Treasurer's Report (page 17)

9.0 **Reports of Regular Committee of the Whole Meeting, November 30, 2020** (pages 18-19)

9.1 Approval of Minutes

9.2 Business Arising
(See attached Action Item List for completed and ongoing items)

9.3 Policy Committee (Attachment)
Trustee Lehmann

Policy #7017 – Video Surveillance (Attachment)
Recommended Motion: That Policy #7017 – Video Surveillance be put forward for Notice of Motion

Policy #8001.1 – Budget Development, Monitoring and Reporting (Attachment)
Recommended Motion: That Policy #8001.1 – Budget Development, Monitoring and Reporting be put forward for Notice of Motion

10.0 **Other Reports**

10.1 BCSTA – Trustee Evans

10.2 BCPSEA – Trustee Campbell

10.3 Board Pro-D Committee – Chair Gilbert

10.4 Joint Health & Safety Committee Meeting Minutes (Attachment) – Chair Gilbert

11.0 **Correspondence**

13.0 **Unfinished Business**

13.0 **New Business**

13.1 Minister of Education, Jennifer Whiteside – Mandate Letter (Attachment)
Chair Gilbert

13.2 Statement of Financial Disclosures (Attachment)
Chair Gilbert

14.0 **PRNTA Update** – Michele Wiebe, President

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

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

17.0 **Questions from the Press and Public**

18.0 **In camera Motions brought forward for implementation**

19.0 **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

**November 16, 2020
6:30 p.m.**

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Nicole Gilliss, Vice-Chair (Area 3)
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
Teri Stoneman, Interim Secretary-Treasurer
Leah Reimer, Recording Secretary

(Guests/Media)

Michele Wiebe, PRNTA President



Interim Secretary-Treasurer, Teri Stoneman, assumed the position as Chair for the Election of the Board Chair.

Call to Order Interim Secretary-Treasurer, Teri Stoneman called the meeting to order at 6:30 p.m.

Interim Secretary-Treasurer, Teri Stoneman acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.

Agenda

Approval of the Agenda

Motion #115-20

Scott-Moncrieff/Evans
THAT the agenda be accepted as presented with the following changes:

Change: Item 13.1 – ERM Presentation be moved to before Item 5.0
Addition: 9.2 Secretary-Treasurer's Report – Road Condition Issues

CARRIED.

Election of Board Officers

Election of Board Chair

The Secretary-Treasurer announced the Election of Board Chair and called for nominations by secret ballot.

Ballots were picked up, sorted and counted by the Superintendent and Secretary-Treasurer. The Secretary-Treasurer then announced the following nominees and asked if they would let their name stand for Board Chair:

Helen Gilbert

Accepted

The Secretary-Treasurer declared Helen Gilbert Board Chair by acclamation.

Election of Vice-Chair

Chair Gilbert took the chair and called for nominations by secret ballot for Vice-Chair.

The Superintendent and Secretary-Treasurer gathered and sorted the ballots and the Board Chair announced the following nominees:

Ida Campbell	Declined
Nicole Gilliss	Declined
Bill Snow	Accepted
Madeleine Lehmann	Accepted

Voting proceeded and the ballots were gathered and sorted by the Superintendent and Secretary-Treasurer.

Chair Gilbert declared Madeleine Lehmann as the Vice-Chair.

Election of Provincial Councillor Rep

Chair Gilbert called for nominations by secret ballot for Provincial Councillor Rep.

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Board Chair announced the following nominees:

Erin Evans	Accepted
------------	----------

Chair Gilbert declared Erin Evans as the Provincial Councillor Rep. by acclamation.

Election of Alternate Provincial Councillor Rep

Chair Gilbert called for nominations by secret ballot for Alternate Provincial Councillor Rep.

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Board Chair announced the following nominees:

Bill Snow	Accepted
Ida Campbell	Declined
Nicole Gilliss	Accepted

Chair Gilbert declared Nicole Gilliss as the Alternate Provincial Councillor Rep.

Election of BCPSEA Rep

Chair Gilbert called for nominations by secret ballot for BCPSEA Rep.

Erin Evans, Bill Snow, and David Scott-Moncrieff declared a “conflict of interest”

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Board Chair announced the following nominees:

Ida Campbell	Accepted
Madeleine Lehmann	Declined
Helen Gilbert	Accepted

Chair Gilbert declared Ida Campbell as the BCPSEA Rep.

Election of Alternate BCPSEA Rep

Chair Gilbert called for nominations by secret ballot for Alternate BCPSEA Rep.

Erin Evans, Bill Snow, and David Scott-Moncrieff declared a “conflict of interest”

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Board Chair announced the following nominees:

Madeleine Lehmann	Declined
Helen Gilbert	Accepted
Nicole Gilliss	Declined

Chair Gilbert declared Helen Gilbert as the Alternate BCPSEA Rep. by acclamation

Motion #116-20

Evans/Scott-Moncrieff
THAT the secret ballots be destroyed.

CARRIED.

Presentations/Delegations

None

Enterprise Risk Management Presentation (Attachment)

Don McMillan

- Don reviewed the attached presentation
- Trustees will forward any questions to District Staff once they've had more time to review all of the information
- It was noted that it was an advantage to have someone local do this for us as they are more familiar with our area
- Don recommended the district review annually

Trustee Input

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

Trustee Campbell

- Schools have put out Hallowe'en and Remembrance Day celebrations online. Could watch more than one school.
- Had a meeting with Taylor Council re: the Taylor Preschool. They want to continue it next year. As far as any furniture, etc. in the

room, they consider it usable for anyone. They would like to have a meeting with municipalities and regional district and would like to see the new school and have a tour of ARYES

Trustee Evans

- Met with Secretary-Treasurer and Superintendent regarding Policy Committee and meetings going forward
- Attended the job fair at the Pomeroy...good attendance
- Attended Provincial Council virtually on October 24
- Advocacy letters have been completed and will be mailed out
- Watched the Taylor Remembrance Day ceremony as well as the FSJ ceremony followed by a visit with a couple of Veterans at Beards

Vice-Chair Gilliss

- Nothing at this time

Trustee Lehmann

- Attended Clearview PAC meeting
- Clearview School history book (a copy was given to each trustee)

Trustee Scott-Moncrieff

- Been in touch with assigned administrators...going well
- Been in touch with some PAC presidents...two schools are anxious for news from Ministry

Trustee Snow

- Spoke with administrators at Ambrose and NPSS
- Attended Sports Council meeting
- Attended the FSJ Remembrance Day Ceremony

Chair Gilbert

- Participated in ARYES in Remembrance Day Ceremony (*Attachments*)
 - The work that staff in the district did in this pandemic time to make Remembrance Day special
 - Thank you to Michele Wiebe and your members...it was significant
- Ministry has put presentations regarding the Frameworks in Action – 2020/21 Virtual Learning Series (*Attachment*)
- Will attend the Source & SharePoint Data Confirmation session so I can show others how to access the recorded sessions.

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #117-20

Evans/Snow

THAT the Regular Meeting Minutes of October 19, 2020 be adopted.

No errors or omissions noted

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Meeting City of Fort St. John – December 1 @ 3:00 p.m.

- Starting with a tour and have confirmed the Heather Hannaford Arts Space for the meeting
- Lavena Brekkas who is already on site will be catering the event
- Agenda will be fairly wide open but will check with the City if they have specific agenda items
- Will need confirmation of attendance going forward

ACTION: Confirm attendance and agenda items with the City

Approval of ExcerptsMotion #118-20

Scott-Moncrieff/Evans

THAT the excerpts from the September 21, 2020 In camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & 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-Instructional Day (Parent-Teacher Interviews)		
November 27-28	BCSTA Academy		Board Office/Virtual
November 30	COTW Meetings	12:30 p.m.	Board Office
December 7	Policy Committee Meeting	11:00 a.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

**SUPAC Meeting starts at 12:00 p.m. and DPAC starts at 11:00 a.m. Trustees are welcome to attend both. SUPAC will always leave one spot for a Trustee and two if they are given notice. All trustees are welcome to join the SUPAC meeting via Zoom as well.*

Senior Staff ReportsSuperintendent'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*)

- In lieu of regular Superintendent's Report, staff have put together an Annual Education Report
- Magazine type report that can be distributed in public places
- Achievement results: Two audiences – ministry report but also a public report that includes achievement information

- Local current results are just coming in and will be represented in the report
- In the future will bring to the trustees for their input before distribution

Activity Right

- Online payment system to give parents the option to pay online
- There have been some glitches but getting to a place where the product is viable
- Also has the capacity to produce online forms which is still in the works
- Minimal cost this year due to some functionality challenges previously
- Moving forward we know we need to provide online payment options
- MyEducation BC could potentially have this option down the road

Third Party Use of School Gyms

- Backgrounder and staff recommendation was attached
- Superintendent has connected with the City and they have been a great partner in regards to the enhanced gym at MMMCS. We will be charging a fee to the user groups that are approved by school administration. The fee will not cover all costs but feel we can cover the cost of custodial and supervision costs this year because of the federal grant. We're using guidelines from the City in regards to health and safety protocols and our safety department is reviewing safety procedures
- Would like to get MMMCS going by the beginning of December on the weekends only and see how it goes. Will start with applications from previous outside user groups. Weekends would allow for adequate time and space for deep cleaning (ie. electrostatic cleaning, etc.)
- Discussion regarding a concern that custodians not become enforcement officers. Groups must follow protocols or be denied access
- Trustee Lehmann - Clearview gym has also been funded 1/3 by the community and they are inquiring about usage after hours. In this case, it is students who are in the same school cohort
- Other examples of community partnerships are Wonowon Community Hall, Hudson's Hope
- Superintendent – recommend making an amendment to the motion

Motion #119-20

Snow/Evans

THAT the Board accept the Superintendent's Report with the exception of the Third Party Use of School Gyms item.

CARRIED.

Motion #120-20

Campbell/Gilliss

That the Board continue to suspend 3rd party use of school gyms, with the exception of Margaret Ma Murray to start, following strict cleaning, vetting and supervision protocols. Staff may also look into piloting other viable scenarios including other partnership situations where adequate resources and personnel are available and youth access is prioritized.

CARRIED.

Trustee Gillis left the meeting @ 8:10 p.m.

Secretary-Treasurer's Report

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

Financial Overview to October 31, 2020

- Ministry of Education revenue lower due to July/August being smaller amount
- Transfers will get bigger and will level it out
- School Age Therapy contract has been amended, providing a broad delivery service. OT and PT have been moved to a contractor from Dawson Creek.
- International Students – looks like it's down, but will be on target with students and revenue coming in November
- Alberta Education – money comes in winter/spring
- Miscellaneous/Interest are on track
- Expense side – lower right now because we're taking advantage of federal and provincial grants. When we adjust to enrolment, the budgets will be lowered
- New funding tables are coming out in mid-December and we will get a better idea, however overall we are on target. Will be working on the Amended Annual Budget and will be bringing back to the Board at the end of January

1701 Enrolment & Projected Revenue Report

- Comparison of preliminary FTE vs. actual FTE
- Had originally projected 6,463 FTE and have come in at 6,279 FTE...183.25 FTE...which includes all types of learning
- Translate per student funding model. Amended numbers projected to come in at \$68.8 million vs. the \$70.5 million we originally budgeted...expecting to be down \$1.7 million, however we have \$2.8 million in federal and provincial grants

Human Resources Summary Report

- For information purposes

***NEW Snow Cleaning Concern (Attachment)**

- Came forward out of a COTW discussion
- If drivers or public have concerns regarding roads, they can call the Ministry of Transportation at 1-800-910-4222

ACTION: Superintendent will provide the Ministry of Transportation 1-800-910-4222 to trustees & public

Motion #121-20

Evans/Snow

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

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – November 2, 2020

Motion #122-20

Evans/Snow

THAT the Board accept the Regular Committee of the Whole minutes of November 2, 2020 and its recommendations

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Internet Advocacy Letter Update

- Letters have been generated and will be distributed this week
- Additional advocacy letters to districts of Taylor and Hudson's Hope as well

ACTION: Generate additional letters and distribute

Policy Committee

- Trustee Evans, Secretary-Treasurer and Superintendent met and created a policy plan and meeting dates going forward
 - December 7, 2020 @ 11:00 a.m. at the Board Office

Other Reports

BCSTA

- Waiting for information

BCPSEA

BCPSEA AGM – January 28, 2021 - Virtual

- Registration is opening
- Board doesn't have resolutions to submit

ACTION: Confirmation of those who are able to attend and the location

Correspondence

District of Taylor – Before & After School Care Grant Application Support Letter

- For information purposes

International Students – Response from Bob Zimmer, MP

- For information purposes

Unfinished Business

The following unfinished business arose from the previous meeting minutes:

None

New Business

None

PRNTA Update – Michele Wiebe, President

- Congratulations to the Board on the annual elections

CUPE Local #4653 Update – Maureen Hummel, President

- Not present

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

- Not present

Questions from Press/Public

At this time, opportunity was given for questions from the press and public:
Live Chat – staff present only and no questions have come through

Motion #123-20

Snow/Scott-Moncrieff
THAT the Board resume the Regular Meeting and those Motions made In camera be brought forward for implementation.

CARRIED.

Adjournment

Motion #124-20

Evans/Scott-Moncrieff
THAT the meeting be adjourned. (8:27 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

TERI STONEMAN,
INTERIM SECRETARY-TREASURER

**EXCERPTS
FROM THE OCTOBER 19, 2020
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes September 21, 2020 were read and adopted.

Business Arising

- Audit and Finance Committee Formation

Superintendent's Report

Items discussed and reported included:

- COVID - Question & Answer
- Teacher Regulation Branch – Question & Answer

Secretary-Treasurer's Report

Items discussed and reported included:

- Financial Overview to September 30, 2020
- Wonowon & Upper Halfway Schools Update
- Labour Management Meeting Minutes – September 16, 2020
- PRRD File No. 20-013-ZN
- Exempt Policy – E00
- *NEW – EA Numbers

Committee of the Whole Reports

Labour Management Committee – Terms of Reference

Other Reports

- BCSTA
- BCPSEA

Correspondence

- None

Unfinished Business

- None

New Business

- Potential Childcare Services @ Taylor School

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, December 14, 2020

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of November 13th to December 10th, 2020

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	4	3		3	
Changes to existing	2	3			
Return from leave					
Payout prep					
Total #					

Education

1. Superintendent's Report

<https://togetherwelearn.prn.bc.ca/2020/12/11/superintendents-report-december-2020/>

Respectfully submitted

Stephen Petrucci
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, December 14, 2020
REGULAR MEETING**

Operations

Human Resources

1. Human Resources Support Staff Summary

Human Resources Summary Report for Support Staff
For period of November 12th, 2020 to December 9th, 2020

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	5	3	3
Changes to existing	4		
Return from leave	3		
Layoff			
Retirements	1		

Governance

- 1. TRB Response Timeline for New Teachers – Update** *(Attachment)*
- For information purposes

Teri Stoneman,
Interim Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES
MONDAY, NOVEMBER 30, 2020
1:30 P.M.

Present: Helen Gilbert, Chair, Board of Education
Nicole Gilliss, Vice-Chair
Ida Campbell, Trustee
Madeleine Lehmann, Trustee
Bill Snow, Trustee

Stephen Petrucci, Superintendent
Teri Stoneman, Interim Secretary Treasurer
Leah Reimer, Recording Secretary

Regrets: Erin Evans, Trustee
David Scott-Moncrieff, Trustee

Guests: Michele Wiebe – PRNTA President
Donna Bulmer – PRNTA Acting Vice-President

Education

Framework Presentations (via Zoom)

CM Finch Elementary School (Attachment)

Troy Lang, Principal/Palma Vasarhelyi

- Presentation made and questions fielded from trustees

Clearview Elementary/Jr. Secondary School (Attachment)

Shawna Hartman, Principal

- Presentation made and questions fielded from trustees

Upper Pine Elementary & Junior Secondary (Attachment)

Melody Braun, Principal

- Presentation made and questions fielded from trustees

Governance

Human Resources

Leadership Organizational Structures (Attachment)

Stephen Petrucci

- For information purposes
- Informal request for organizational structures from the unions (ie. PRNTA & CUPE)

Operations

Operations Report (Attachment)

Teri Stoneman

- For information purposes
- ARYES is no longer listed as a separate item as the project is finishing up on deficiencies. Final information to be presented at the January 25, 2021 Board Meeting

ACTION: Secretary-Treasurer to present final report on ARYES at the January 25, 2021 Board Meeting

PRRD Bylaw 377 (Cannabis)

Teri Stoneman

- For information purposes
- PRRD wanting to provide clarity going forward



Leah Reimer <lreimer@prn.bc.ca>

Fwd: TRB timelines for vetting new teachers

Stephen Petrucci <spetrucci@prn.bc.ca>

Tue, Dec 8, 2020 at 1:53 PM

To: Leah Reimer <lreimer@prn.bc.ca>

Hi Leah,

The information for the TRB agenda item is below.

thanks,
Stephen

----- Forwarded message -----

From: **Crystal Jessen** <cjessen@prn.bc.ca>

Date: Thu, Nov 26, 2020 at 8:16 AM

Subject: Re: TRB timelines for vetting new teachers

To: Stephen Petrucci <spetrucci@prn.bc.ca>

Hi Stephen,

They do seem to be a bit quicker this year. However, there are still some waiting from previous years as well. For certifications this is where we stand:

- 20-21: 7 outstanding (out of 32)
- 19-20: 1 outstanding (out of 42) - In Jan 2020 we were still waiting on at least 12 of these
- 18-19: 1 outstanding (potentially EE is the one holding it up - working through this)
- 17-18 1 outstanding

For LOP's we are waiting on 7 (2 are EE holding it up)

Thank you,

Crystal Jessen, B.COMM, RPR, CPHR
Human Resources Manager
School District 60 (Peace River North)
10112-105 Avenue
Fort St. John, BC V1J 4S4
Email: cjessen@prn.bc.ca
Office: 250-262-6016
Fax: 250-262-6046



On Wed, Nov 25, 2020 at 3:53 PM Stephen Petrucci <spetrucci@prn.bc.ca> wrote:

Hi Crystal,

Has this process improved this year in terms of our out-of-province teachers or new teachers getting their certification?
What's our status?Thanks!
Stephen

--

<https://togetherwelearn.prn.bc.ca/>
Mr. Stephen Petrucci
Superintendent
School District 60, Peace River North
10112-105 Ave
V1J 4S4
250 262 6017 (office)
250 264 7644 (cell)
www.prn.bc.ca
s1petrucci (Twitter)



--
<https://togetherwelearn.prn.bc.ca/>
Mr. Stephen Petrucci
Superintendent
School District 60, Peace River North
10112-105 Ave
V1J 4S4
250 262 6017 (office)
250 264 7644 (cell)
www.prn.bc.ca
s1petrucci (Twitter)



**SCHOOL DISTRICT 60 (PRN)
JOINT HEALTH AND SAFETY COMMITTEE
MEETING MINUTES
Thursday, November 26, 2020
1:00 p.m.**

Present: Sabrina Emslie, Supervisor of Custodial, Procurement & Safety
Teri Stoneman, Interim Secretary Treasurer (*via Zoom*)
Caroline Drapeau, CUPE
Donna Bulmer, Acting PRNTA Vice President
Dave Shipley, CUPE Acting President
Norbert Kaspar, Admin
Lyle Warbinek, Teacher
Helen Gilbert, Board Chair
Jenn Caithcart, Facilities
Leah Reimer, Executive Assistant

Absent: Madeleine Lehmann, Board Vice-Chair

Call to Order

Sabrina Emslie called the meeting to order at 1:07 p.m.

Adoption of Minutes

Lyle/Helen
THAT the Committee adopt the Minutes of the Joint Health & Safety
Committee Meeting held September 2, 2020.
CARRIED.

Review Statistics (*Attachments*)

Total Recordable Incidents by Cause

- Three slips and trips that needed medical attention; Employee cut hand from pressure washer
- These are October numbers.

Facility Monthly Inspections

- A reminder they need to submit every month; Stephen reminded AO's at DLTM that these need to be done to satisfy legal requirements

JHSC Monthly Meetings

- 24 of 26 completed
- Things look way better than they used to.

Review of Site Committee Updated Safety Plans

- Previously Sabrina had sent packages out to all sites and it becomes their safety plan.
- As changes have been made through PHO, we do supplementary checklists to update the safety plan (*Attachment – Site-Based JHSC COVID-19 Checklist/Safety Plan*)
- Asked sites to review their plan and ensure what they're doing is working
- Committees were to ensure the new Vanguard chemical has been hooked up to the dispensers and bottles relabelled as per WHIMIS requirements
- Requirements for masks – sent out 2 masks per staff member and 2 masks for each middle/secondary students. Mingle masks are no longer compliant.
- Posters have been done for certain sites that masks are mandatory
- Committees need to make sure staff/students are aware of all these changes
- The site safety plans are starting to come in...10 of 26 we've received as of today.
- Norbert – the KEY is looking at starting a “child-minding” program for young moms/pregnant teens...how does that affect us? Sabrina – you're not deemed a school, so restrictions will be more specific to your site as per protocols...ensuring cleaning and hygiene is still happening. If it's from 4:00 – 7:00 p.m. there wouldn't be crossover issues. Let the custodian know. Age of children doesn't make a difference in regards to safety protocols. Teri - would also need to take into consideration licensing requirements.

Old Business

Action Items from Previous Meeting

Matters arising from old Minutes:

Bus Disinfecting

- The cleaning protocols for buses have been a concern for many drivers (ie. spraying, wiping under the seats, etc.)
- District staff and Union President had a meeting and reviewed the protocols and were satisfied with the changes that have been made to provide more clarity
- Maureen felt that the wording is more clear now
- Have been sent out to drivers to sign off that they understand the protocols
- Spraying schedule – as out of town buses come in, they are being sprayed
- Spraying is not a requirement, it is an added piece we've done, so doesn't mean we're not satisfying our requirements
- When buses come in for a service, they are sprayed at that time
- Drivers continue to clean as per cleaning requirements

- Dave – contracted out bus drivers getting the same information and expectation? Sabrina – yes

Additional matters arising from Old Minutes

- No other additional items

New Business

COVID-19 Safety Protocols (*Attachments*)

Statistics

- Designated First Aid Attendants have been updated on safety boards
- Concern regarding chemicals being used by custodians and teachers as well as sanitizer being used by everyone. Sent out a safety talk in November re: WHMIS and specifically on the Vanguard, the new chemical we're using. Satisfies the WHMIS requires as well as letting staff we know we have an online database on all chemicals the district's use

November Safety Committee Information

December Safety Talk

- Received a call from WorkSafe BC last week...their primary focus is that the JHSCs are established and functioning properly
- Have chosen to use this as the December Safety Talk to provide all employees with the basics of the committee

ACTION: A couple of updates will need to be made to the "members" before sending out next week

Site Based Safety Plan Updates

- Reviewed earlier

District Safety Plan Update (*Attachment*)

- Global plan is posted on district's website for public viewing and currently working on updating it
- Questions about chemicals in the district, so will post the MSDS sheets (ie. disinfectant, hand sanitizers and soap)
- Our WorkSafe officer has currently reviewed the Vanguard MSDS sheets and Health Canada has approved the product
- At any time if any of these chemicals do not satisfy the requirements, we will adjust, recall the products and put a new product in place
- EP50 was the product we were previously using...had dispensers in the custodial rooms...allowed use for multi surfaces and was approved by Health Canada, however at some point it didn't satisfy the requirements for the disinfectant portion.
- Reached out to the province to see what products were being used and Vanguard is a product a lot of districts are using and is Health Canada approved

- Vanguard – concentrated, hooked up to dispenser and mixed with water to 1 to 80 ratio. No one is handling concentrate.
- Difference between MSDS sheet on concentrate and the diluted. Diluted doesn't require any PPE. The difference between Ep50 and Vanguard is that Vanguard has a lemony scent. It has caused some concern, however we are working with the "diluted" product
- Will address this in the Site Safety Plan
- Will be adding masking mandatory mask requirements for Board Office, KEY, Facilities and Technology...will need to wear masks in hallways, lunch room, and shared work spaces

Mask Posters

- Posters have gone out all over the district where masks are mandatory
- Discrepancies in communication...waiting on guidelines for clarification regarding whether or not you need to keep a mask on once you are seated in a meeting

Risk Assessment Form (Attachment)

- Currently have had a more informal process
- WorkSafe BC would like a more formal risk assessment done on concerns coming up (eg. KEY – reached out for additional plexiglass barriers). Sabrina will go out to the site or over the phone and then use the form to formalize the discussion going forward for documentation
- It will be used in many different jobs done in the district...it will become a form that we use
- Discussion regarding barriers and if there are needs out there, that they contact Sabrina who will determine if it's warranted in consultation with the employee, the Admin and the safety committee member
- HR will bring it into their process and educate out to employees

Custodial Memo

- Drafting a memo and will be reviewed by the Superintendent
- Providing better clarity in regards to high touch surface areas...custodians are doing them during the day and then a deep clean at night
- Miscommunication and custodians are getting tired
- Looking at how we can pull back safely and still meet the requirements
- Example: An elementary teacher in a cohorted room having a custodian come in on their breaks and wipe assigned desks and chairs in every classroom. Desks are not deemed high touch surfaces if they are assigned to one student.
- The memo will clear up some of this...we don't have enough of them and they are getting exhausted
- Hallways, bathrooms, offices where multiple people are touching multiples surfaces are high touch surfaces
- Dave – some complaints from custodial where they are stuck in the middle between a teacher and an AO and given two different directives

- Custodians have been told they can go to the Admin or Sabrina...we're a team
- Donna – Dr. Kearney – over the course of the morning, would there be different students from different cohorts in classrooms. Sabrina – site specific according to their timetable. Admin would have more knowledge. We recognize where there is more mixing of spaces we would need more support in terms of high touch surface cleaning
- Sabrina – not aware of any situation at Dr. Kearney – if it's brought to my attention, we will meet with the custodial staff and rectify it
- Cleaning Supplies – it the custodian's responsibility in regards to rags, equipment, mops, etc. Confusion on their expectation. Will talk with custodians to ensure they are changing out the rags, hanging out mops, etc. Memo will bring clarity to their hygiene practices
- Some sites have laundry on site. If not, they send them to Facilities and clean products are sent out to them

Round Table Discussions

Discontinuation of Mingle Masks – Dave Shipley

- Some people were wearing them for health reasons...in discussions regarding having accommodations for those people
- Sabrina – all masks that district has supplied (grey) are two-ply
- Dave – facilities workers working physical job or health issues, a lot of people complained they're having trouble breathing with heavy duty masks on
- Is there something where we are able to have safety but have good air flow going through
- Sabrina – reached out to MoE to ensure we are compliant. Mingle masks are not compliant, Two-ply at this point is sufficient. If this was to change, we will need to comply. The process is they have to wear masks where required. They would need to seek a doctor's note and then we'd look at a safety plan for them.

Communication in Regards to COVID Cases in School Locations – Dave Shipley

- Cases coming out at our locations and SD #59
- There is confidentiality about this but people are wanting to be made aware
- Sabrina – exposure letters go out from Northern Health and there is a process.
- Helen – what about people who are not always in the building (ie. Facilities, Tech, etc.)
- Sabrina – Superintendent has asked AO's to make sure they contact the people on the sign in sheets for those dates and make contact with the people on that list
- Sabrina – encourage staff to read their district emails as that is where the information from Northern Health is being forwarded to employees

- Helen – exposure letter is blanketed but people want to drill down and find out who it is and if they were potentially exposed
- Sabrina – we're doing all the measures to mitigate spread with the daily cleaning
- WorkSafe BC is saying that what we're doing is working as we're not seeing massive outbreaks...but one-off's
- Helen – based on provincial statistics, schools are four times safer...it's what is happening in the community and homes

Change in Soap – Helen Gilbert

- Thankful that we have moved to a better soap that is better for your hands...biggest complaint that trustees are receiving
- Would be good to get the communication out to staff as staff are buying their own products and bringing it in
- Sabrina – will need to look at people going out and buying random products...it may be safe but we then have no control. Staff can have personal use products but not be sharing with the whole class
- Parent community is telling each other that kids can bring in their own soap and sanitizer which is fine if they are using it themselves and not sharing
- MSDS sheet regarding the soap is attached. It is scent and dye free, thereby making a gentler soap for hand washing (*Attachment*)
- Old products will be used up by sending to offices and the new product will go out to the schools

Training – JHSC – Lyle Warbinek

- Sabrina – we are not able to do the annual training...hold off until the new year where we can bring people together more. Will look at virtual options.
- Suggested topic – go over the risk assessment form
- Specific topics that would enhance the job of the safety committee

ACTION: Sabrina to look into a virtual option for training

Next meeting date: TBD

ACTION: Sabrina to look into changing meeting frequency (ie. more than three times a year)

Meeting Adjourned @ 2:35 p.m.



November 26, 2020

Honourable Jennifer Whiteside
Minister of Education
Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister Whiteside:

Thank you for agreeing to serve British Columbians as Minister of Education. You are taking on this responsibility at a time when people in our province face significant challenges as a result of the global COVID-19 pandemic.

COVID-19 has turned the lives of British Columbians upside down. None of us expected to face the challenges of the past number of months, yet British Columbians have demonstrated incredible resilience, time and time again. We will get through the pandemic and its aftereffects by building on this resilience and focusing on what matters most to people.

British Columbians voted for a government focused on their priorities: fighting the COVID-19 pandemic, providing better health care for people and families, delivering affordability and security in our communities, and investing in good jobs and livelihoods in a clean-energy future.

I expect you – and the work of your ministry – to focus on the commitments detailed in our platform, *Working for You*, along with the following foundational principles:

- **Putting people first:** Since 2017, our government has focused on making decisions to meet people's needs. That focus drove our work in our first term and will continue to be our priority. British Columbians are counting on the government to keep them safe and to build an economic recovery that works for everyone, not just those at the top. Keeping people at the centre of everything we do means protecting and enhancing the public services people rely on and working to make life more affordable for everyone.
- **Lasting and meaningful reconciliation:** Reconciliation is an ongoing process and a shared responsibility for us all. The unanimous passage of the *Declaration on the Rights of Indigenous Peoples Act* was a significant step forward in this journey. True

.../2

reconciliation will take time and ongoing commitment to work with Indigenous peoples as they move toward self-determination. Our government – and every ministry – must remain focused on creating opportunities for Indigenous peoples to be full partners in our economy and providing a clear and sustainable path for everyone to work toward lasting reconciliation.

- **Equity and anti-racism:** Our province's history, identity and strength are rooted in its diverse population. Yet racialized and marginalized people face historic and present-day barriers that limit their full participation in their communities, workplaces, government and their lives. Our government has a moral and ethical responsibility to tackle systemic discrimination in all its forms – and every ministry has a role in this work. While our caucus elected a record number of women, more work remains to address gender equity. Delivering on our commitments to address racial discrimination will require a commitment by all of government to ensure increased IBPOC (Indigenous, Black and People of Colour) representation within the public service, including in government appointments. Our efforts to address systemic discrimination must also inform policy and budget decisions by reviewing all decisions through a Gender-Based Analysis Plus (GBA+) lens.
- **A better future through fighting climate change:** In 2018, our government launched our CleanBC climate action plan. CleanBC puts British Columbia on the path to a cleaner, better future by building a low-carbon economy with new clean-energy jobs and opportunities, protecting our air, land and water and supporting communities to prepare for climate impacts. It is every Minister's responsibility to ensure your ministry's work continues to achieve CleanBC's goals.
- **A strong, sustainable economy that works for everyone:** We will continue our work to support British Columbians through the pandemic and the economic recovery by investing in health care, getting people back to work, helping businesses and communities, and building the clean, innovative economy of the future. Our plan will train the workforce of tomorrow, help businesses hire and grow and invest in the infrastructure needed to build our province.

The pandemic has reminded us that we're strongest when we work together. Delivering on our commitments to people will require a coordinated effort with your cabinet and caucus colleagues, supported by the skilled professionals in the public service. You will also support your cabinet colleagues to do their work, particularly where commitments cross ministry lines.

British Columbians expect their elected representatives to work together to advance the broader public good despite their partisan perspectives. That means seeking out, fostering and championing good ideas, regardless of their origin. I expect you to reach out to elected members from all parties as you deliver on your mandate. Further, you will build thoughtful and sustained relationships through public and stakeholder engagement plans that connect with people to incorporate their perspectives early in the policy development process. These plans must include measurable outcomes and ensure active dialogue and ongoing outreach in your ministry's actions and priorities.

Over the course of our mandate, I expect you will make progress on the following items:

- Ensure quality public education continues to be delivered during and after the COVID-19 pandemic through implementation of appropriate guidelines to ensure safety.
- Support COVID-19 recovery by fast-tracking improvements to online and remote learning, including investing in more computers and tablets, more training for teachers and support staff, and new ways to improve social e-learning to promote group interactions between students and teachers.
- Work with the Minister of Children and Family Development and the Minister of State for Child Care to integrate child care into the broader learning environment by developing a strategy to move delivery of child care into the Ministry of Education by 2023.
- Support the Minister of State for Child Care and the Minister of Children and Family Development to work toward providing universal access to before and after school care, prioritizing care on school grounds so parents know their children are safe at one place for the full work day.
- Continue to invest in new and modernized schools, including focusing on meeting seismic requirements and climate change and energy efficiency standards as set out in our CleanBC plan.
- With support from the Minister of Indigenous Relations and Reconciliation, lead work to put more Indigenous languages into B.C.'s curriculum.
- Build on investments into mental health supports for students and staff to better support children and youth with special needs and their families, so everyone involved in our kids' learning gets the help they need.
- To help make sure students are properly fed for learning, work with school districts to create more local school meal programs based on district data and priorities, and work with the Minister of Agriculture, Food and Fisheries to integrate Feed BC into this plan so that districts can include locally grown food.
- Continue to take the pressure off parents to fundraise while giving students safe, accessible playgrounds by expanding our government's Playground Fund to more schools.
- Deliver targeted investments to help make sure students have the classroom supplies they need to succeed, so parents and teachers don't have to pay the full cost out-of-pocket.
- Support the work of the Minister of Mental Health and Addictions to provide dedicated mental health teams in school districts.

Our work as a government must continually evolve to meet the changing needs of people in this province. Issues not contemplated in this letter will come forward for government action and I

ask you to bring such matters forward for consideration by the Planning and Priorities Committee of cabinet, with the expectation that any proposed initiatives will be subject to the usual cabinet and Treasury Board oversight. Your ministry's priorities must reflect our government's overall strategic plan as determined by cabinet.

All cabinet members are expected to review, understand, and act according to the *Members' Conflict of Interest Act* and conduct themselves with the highest level of integrity. As a minister of the Crown, your conduct will reflect not only on you but on cabinet and our government. You are responsible for providing strong, professional and ethical leadership within cabinet and your ministry. You will establish a collaborative working relationship with your deputy minister and the public servants under their direction who provide the professional, non-partisan advice that is fundamental to delivering on our government's priorities. You must ensure your minister's office meets the highest standards for integrity and provides a respectful and rewarding environment for all staff.

My commitment to all British Columbians is to do my level best to make sure people's lives are better, safer and more affordable. I believe the challenges we face can and will be overcome by working together. By way of this letter, I am expressing my faith that people can expect the same commitment from you.

Sincerely,

A handwritten signature in blue ink, reading "John J. Horgan", with a long horizontal flourish extending to the right.

John Horgan
Premier



School District No. 60

PEACE RIVER NORTH

10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6048
OFFICE OF THE SECRETARY-TREASURER

DISTRICT ADMINISTRATION OFFICE

MEMORANDUM

TO: Ida Campbell
Erin Evans
Helen Gilbert
Nicole Gilliss
Madeleine Lehmann
David Scott-Moncrieff
Bill Snow

FROM: Leah Reimer, Executive Assistant
to: Teri Stoneman, Interim Secretary-Treasurer

DATE: December 14, 2020

RE: **2021 Statement of Disclosure**

In accordance with the Financial Disclosure Act, trustees are required to complete a Statement of Disclosure form annually, between January 1-15 of each year.

The form and other additional information are attached.

Forms may also be completed online and printed off at: (this document can NOT be saved)

<http://www2.gov.bc.ca/assets/gov/government/ministries-organizations/financial-disclosure/members-of-the-legislative-assembly/filing-disclosure-documents/disclosureform.pdf>

Please submit the completed Statement of Disclosure form and return to me no later than **January 15, 2021**.

Thank you.

Attachments

*File: 2021 Statement of Disclosures
December Memos*



- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

Who has access to the information on this form?

What is a trustee?– s. 5 (2)

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

If sections do not provide enough space, attach a separate sheet to continue.

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

[illegible]

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

☐ no ☐ yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



British Columbia
School Trustees
Association

This document contains confidential legal and/or policy advice that may be subject to solicitor-client privilege and/or be protected from disclosure under the *Freedom of Information and Protection of Privacy Act*.

December 12, 2019

To: Secretary Treasurers
Executive Assistants

Cc: Superintendents, Board Chairs

From: Audrey Ackah, BCSTA Legal Counsel

Re: Reminder and FAQs: *Financial Disclosure Act* statements required by January 15

School trustees are required to complete *Financial Disclosure Act* (the "Act") statements between the 1st and 15th of January of each year of office. The Ministry of Justice's website includes the form and some information about the content to be included in the form. Below please find some FAQs regarding process.

Q: Who must complete and file a Statement of Disclosure under the *Financial Disclosure Act*?

A:

- Current trustees, whether elected or appointed.
- Former trustees (those who have left office are supposed to file by the 15th of the month following the date they cease to hold office)
- Candidates for election as a school trustee or as a director of a francophone education authority (as part of their nomination package.)
- Employees who have been designated by the board (This is uncommon in school districts).

Q: Where can the form be obtained?

A: The form is available online [here](#).

Q: What is the filing deadline? How often must they be filed?

A: The filing deadline is January 15, 2020. The forms are completed annually between January 1 and January 15 by current trustees. They are also completed by candidates for election as part of the nomination package. They must also be completed by departing trustees by the 15th of the month following the month they leave office.

Q: Do the Statements of Disclosure need to be sworn by a notary or Commissioner for Taking Affidavits?

A: No.

Q: What is the consequence of being late? Of inaccuracies?

A: The Act makes it an offence to fail to file a report, subject to a fine of up to \$10,000. Unlike campaign financing disclosure, there is no disqualification or future ineligibility penalty for late-filing or inaccuracies.

Q: Where are the forms filed? What does the board office do with them? How long do they need to be kept?

A: The disclosure forms are required to be filed with the secretary treasurer, who is the appropriate "disclosure clerk" for forms related to board of education filers (*Financial Disclosure Act*, s.4). Disclosure forms that were collected from candidates as part of the nomination process were also supposed to be transferred to the secretary treasurer.

The secretary treasurer must retain trustee and candidate forms to make them available for public inspection during normal office hours (*Financial Disclosure Act*, s.6). Employees' forms are not available for public inspection; they must be submitted to the board.

The Act does not specify how long the forms need to be kept. Some boards discard them as soon as a replacement one is filed; others keep them forever.

The forms are most likely to be requested in connection with a proceeding to overturn a board decision or disqualify a trustee for breach of the conflict of interest provisions. There is no time limit under the *Judicial Review Procedure Act* to commence an application to review the decision of a board. Under section 64 of the *School Act*, a board may be able to invalidate a board decision on the basis that a trustee breached the *School Act* conflict of interest provisions. In these circumstances, a decision of the board is "voidable at the instance of the board before the expiration of 2 years from the date of the passing of the resolution or bylaw" (*School Act*, section 64(1)). An elector may ask the court to determine whether a trustee is disqualified from holding office due to the trustee breaching the *School Act* conflict of interest provisions. An elector cannot bring an application to court after 4 years from the time at which the contravention of the conflict of interest rules is alleged to have occurred.

In practice, any request is likely to take place during the current term of office of the trustee or the succeeding one.

A prosecution for failure to file may be commenced within six months from the date of the offence (*Offence Act* s.3). A court action against a trustee or former

trustee to recover financial gain in respect of an undisclosed interest is another possibility (*Financial Disclosure Act*, s. 11).

As a practical matter, it seems that retaining the forms for eight years will cover many reasonably foreseeable eventualities.

Q: Can the forms be filed or kept electronically?

A: Yes, if you will be able to produce them for inspection if requested and meet the other requirements of the *Electronic Transactions Act*.

The *Electronic Transactions Act* (ETA) permits the form to be provided by the trustee electronically if an "electronic signature" is used (ETA s. 7, s. 11) and it is accessible by the board "in a manner usable for subsequent reference" and "capable of being retained... in a manner usable for subsequent reference." It must be retained by the board "in the format in which it was created, provided or received, or in a format that does not materially change the record." Also, the date and time of receipt of the information and any distribution of the information must be also kept (ETA s. 9).

Q: Where can I find the whole *Financial Disclosure Act* and Regulation?

A: The free BC government website for statutes and regulations is located at: www.bclaws.ca.

REGULAR - December 14, 2020					Unfinished	
Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	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	
Nov 2/20	COTW	Provincial Council	Motion submission process	Erin	x	
Nov 16/20	Board	Meeting w/ City - December 1	Confirm attendance/agenda items from City	Helen/Leah		Postponed
Nov 16/20	Board	BCPSEA	BCPSEA AGM - confirmation of attendees & location	Helen/Leah		x
Nov 30/20	COTW	Operations Report	ST to present final ARYES report	Teri	Jan 25/21	
Completed						
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
			& 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
Oct 5/20	COTW	Internet Letter	Send out to appropriate stakeholders	Erin		x
Nov 16/20	Board	Internet Advocacy Letter Update	Generate additional letters and distribute	Helen/Leah		Nov 17/20
Nov 16/20	Board	Snow Clearing Concern	1-800-910-4222 number to be circulated to trustees/public	Stephen	x	